

STATUS CHANGE FORM FORM

* Indicates Required Field

This is a multi-purpose form and must be used to report changes to any listing.

MLS Number*	Street Number*	Street Name*		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
City*	State*	Zip*	Country*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Changes/Corrections MUST BE REPORTED WITHIN 2 BUSINESS DAYS

Price Changes must be signed by all parties in the original listing's contract.

<input type="checkbox"/> Price Changes	Present Price*	New Price*
	<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Status Change to Active (back on market)	List Date*	New Expiration Date (Extended Expiration Date)
	<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Change Status to Pending (PND)	Contract Date*	Expected Closing Date*	Contract Status (Contingencies)*	Backups Requested*
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Selling (Buyer's) /Lease Agent ID*		Selling (Buyer's) Agent Name	
	<input type="text"/>		<input type="text"/>	
	Selling (Buyer's) Agent 2 ID		Selling (Buyer's) Agent 2 Name	
	<input type="text"/>		<input type="text"/>	

<input type="checkbox"/> Status Change to Sold or Leased	Gifted or Donated	Contract Date*	Expected Closing Date*	Sold or Leased Date*
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Seller Paid Buyer Costs*	Sold or Leased Price*		Sold Terms*
	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Selling (Buyer's) /Lease Agent ID*		Selling (Buyer's) Agent Name	
	<input type="text"/>		<input type="text"/>	
	Selling (Buyer's) Agent 2 ID		Selling (Buyer's) Agent 2 Name	
	<input type="text"/>		<input type="text"/>	
	Sold Remarks (optional)			
	<input type="text"/>			

<input type="checkbox"/> Status Change to Temporarily Off Market (TOM)	TOM Date*	<input type="checkbox"/> Status Change to Withdrawn (WDN)	Withdrawn Date*	<input type="checkbox"/> Status Change to Canceled	Canceled Date*
	<input type="text"/>		<input type="text"/>		<input type="text"/>
Notes to Staff:					Conditions Exp Date
<input type="text"/>					<input type="text"/>

If a term/condition of the original contract is being changed, this form must be signed by all parties.

Listing Agent Signature*	Date*
<input type="text"/>	<input type="text"/>
Owner Signature (Owner's Signature NOT required for CHANGE TO SOLD / LEASED status changes)	Date
<input type="text"/>	<input type="text"/>
Owner Signature (Owner's Signature NOT required for CHANGE TO SOLD / LEASED status changes)	Date
<input type="text"/>	<input type="text"/>
Broker Signature*	Date*
<input type="text"/>	<input type="text"/>

Email address: admin@stellarmls.com | Fax: 407-960-5450 | Phone: 407-960-5300