

# MLS Now EDIT LISTING/STATUS CHANGE INPUT SHEET

Property Address: \_\_\_\_\_ Listing #: \_\_\_\_\_

**All status changes must be reflected within 48 hours, or 2 days (except Saturday, Sunday and Postal Holidays) & require a WRITTEN AUTHORIZATION FROM THE SELLER.**

## Edit Listing

**Price Change: New List Price \$:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

## Change Status

### Temporarily off the Market:

Off Market/Inactive Date: \_\_\_\_\_

Back to Active Date: \_\_\_\_\_

**Listings placed in TOMK cannot be shown by anyone including the listing office during the Off Market time period and will not be included in any IDX or MLS listing syndication feeds during the off-market time period.**

*(Violators are subject to a \$500 fine)*

***(Enter the Actual or Estimated Date returning to Active in Broker's Remarks)***

### Reactivate Listing:

Back on Market Date: \_\_\_\_\_

### Withdrawn: ***(Are these Listings Released from Broker?)***

Withdrawal/Inactive Date: \_\_\_\_\_

With Release\*: \_\_\_Yes\_\_\_No

*(\*Broker's signature required)*

### Under Contract-ALLOW Showings:

Contract Date: \_\_\_\_\_

Type:	
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Inspections
<input type="checkbox"/> Court Approval	<input type="checkbox"/> Other: _____
<input type="checkbox"/> House Sale	<input type="checkbox"/> Short Sale

### Under Contract-NO Showings:

Contract Date: \_\_\_\_\_

### Closed Information:

Selling Price: \$ \_\_\_\_\_

Selling Date: \_\_\_\_\_

Seller Paid Closing Costs: \_\_\_\_\_ ***(Enter as a Full Dollar Amount)***

Selling Agent ID: \_\_\_\_\_

Selling Office ID: \_\_\_\_\_

Co-Selling Agent ID: \_\_\_\_\_

Co-Selling Office ID: \_\_\_\_\_

#### Closed By

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Auction   | <input type="checkbox"/> Rural Housing  |
| <input type="checkbox"/> Comp Only | <input type="checkbox"/> Sale           |
| <input type="checkbox"/> Lease     | <input type="checkbox"/> Trade/Exchange |

#### Finance Code

- |  |                                       |   |   |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> Assumption        | <input type="checkbox"/> Conventional | <input type="checkbox"/> Lease/Purchase Not Closed  | <input type="checkbox"/> Rehab          |
| <input type="checkbox"/> Cash              | <input type="checkbox"/> FHA          | <input type="checkbox"/> Other (explain in remarks) | <input type="checkbox"/> Rural Housing  |
| <input type="checkbox"/> Contract for Deed | <input type="checkbox"/> FHMA         | <input type="checkbox"/> RDHA                       | <input type="checkbox"/> Trade/Exchange |
|  |                                       |   | <input type="checkbox"/> VA             |

Seller's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seller's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Broker's Signature: \_\_\_\_\_

Date: \_\_\_\_\_