

MLS Listing Number: _____

Date: _____

Address of the Property: _____

City: _____ Zip Code: _____

Check the Appropriate Box:

Recip to: _____

Change price from: _____ to: _____

Change Expiration Date from: ____/____/____ to: ____/____/____

For Status Change please select one of the followings:

Change to Hold Do Not Show. Please provide a Projected Activation Date: ____/____/____

Change to Cancel ***** (Broker Signature Required) *****

Change to Withdrawn

Change to Contingent Show, First Right of Refusal

Change to Expired. *Expiration Date: ____/____/____

Change to Active. *New Expiration Date: ____/____/____ (Must provide a Valid Expiration Date for the Request to be completed)

*****When changing the listing to Back-Up, Pending, Closed Sale, Leased. Please use the Pending/Sold Report Form.*****

* = Required

Changes in Remarks: (Property Description)

Add: _____

Delete: _____

Changes in Agent Remarks: (Office Remarks)

Add: _____

Delete: _____

Misc. (All other information, label item and change to)

<u>Item</u>	<u>Change To</u>
_____	_____
_____	_____

ADD TO M.L.S. PREVIEW/TOUR

_____ area Date: ____/____/____ Lunch Drawing Refreshments

*****Contact Phone Number:_____**

Listing Agent's Name _____ Listing Agent Signature: _____

(Signature required)

*****BROKER:_____**

DATE:_____

(Broker Signature required on ALL CANCELLATIONS)