

# New York State Alliance of MLS's - Change Form

For Member Use Only | ® Denotes a Required Field | \* Denotes a Conditionally required Field

2/23

® MLS #

® Date of changes

® New Status

- ☐ A - Active (Deal Folded/Listing Renewed)  
☐ C - Continue to Show  
☐ U - Under Contract  
☐ P - Pending  
☐ S - Closed Sale/Rented  
☐ T - Temporarily off the Market  
☐ W - Withdrawn  
☐ X - Expired

® Property Type

- ☐ Apartment 5+  
☐ Commercial, Industrial & Mixed use  
☐ Condo & Townhouse  
☐ Lots, Land, Farms, & Seasonal/Camps  
☐ Multi Family  
☐ Single Family Residence  
☐ Residential Rental

® Do Not Show/ Negotiate Until

® Do Not Negotiate Until

**Note** – this may be used to extend a previously submitted Delayed Showing & Negotiation Form. Must be added to Matrix immediately upon execution.

® Listing Address

Street Number

Street Name (as per tax record)

® Listing Agent ID

® Listing Agent Name

Last

First

® Office Phone

## Price Changes

® List Price

All properties except rental

® Monthly Rent

- or -

## Extension / Termination Information

The owner and REALTOR® have agreed to change the expiration date on the Exclusive Right to Sell Contract as noted here. ***The property may be relisted once expired.***

® Original Expiration Date

® New Expiration Date

## Date Changes

The Exclusive Right to Sell Contract for the property located at the address above is modified as follows: The Listing Broker shall remove the listing from Active Status and change it to either of the statuses below. If withdrawn, all marketing efforts will be discontinued. It is understood and agreed that the listing will remain in full force ***and may not be relisted while property is in the withdrawn status.*** In the event the premises is sold during the term of the listing a brokerage fee may be due and payable in accordance with the listing.

® Withdrawn Date

® Temporarily off the Market Date

® Return to Active Status

## Pending Information

® Contract Date

® Disclose Sale Data  
(Seller Authorized)

☐ Yes ☐ No

\* Terms of sale

- ☐ Assumption ☐ Conventional ☐ Seller  
☐ Cash ☐ FHA ☐ USDA ☐ VA  
☐ Other

\* Sale Price

\* Sellers Concessions

\* Selling Agent ID

\* Selling Agent Name

Last

First

\* Selling Office

Co-Selling Agent ID

Co-Selling Agent Name

Last

First

Co-Selling Office

## Sold Information

® Contract Date

® Closed/Rented Date

® Sale/Rented Price

\* Sellers Concessions

® Terms of sale

- ☐ Assumption  
☐ Cash  
☐ Conventional  
☐ FHA  
☐ Seller  
☐ USDA  
☐ VA  
☐ Other

® Sale / Rented Agent ID

® Sale / Rented Agent Name

Last

First

® Selling Office

Co-Selling / Renting Agent ID

Co-Selling / Renting Agent Name

Last

First

Co-Selling Office

## Miscellaneous Changes

Field Name \_\_\_\_\_ Instructions \_\_\_\_\_

Field Name \_\_\_\_\_ Instructions \_\_\_\_\_

## Signatures

Owner(s) hereby authorize(s) and agree(s) to the above change(s), which shall modify the existing Listing Agreement and acknowledges receipt of a copy of this agreement.

Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_

Agent \_\_\_\_\_ Date \_\_\_\_\_

Designated REALTOR® or Other Authorized Individual \_\_\_\_\_ Date \_\_\_\_\_

MLS Staff use Only

Processed by:

Date