

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

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

2/23

<input type="text"/> <b>® MLS #</b>	<input type="text"/> <b>® Date of changes</b>	<input type="checkbox"/> A - Active (Deal Folded/Listing Renewed)	<input type="checkbox"/> Apartment 5+
<input type="text"/> <b>® Do Not Show/ Negotiate Until</b>	<input type="text"/> <b>® Do Not Negotiate Until</b>	<input type="checkbox"/> C - Continue to Show	<input type="checkbox"/> Commercial, Industrial & Mixed use
		<input type="checkbox"/> U - Under Contract	<input type="checkbox"/> Condo & Townhouse
		<input type="checkbox"/> P - Pending	<input type="checkbox"/> Lots, Land, Farms, & Seasonal/Camps
		<input type="checkbox"/> S - Closed Sale/Rented	<input type="checkbox"/> Multi Family
		<input type="checkbox"/> T - Temporarily off the Market	<input type="checkbox"/> Single Family Residence
		<input type="checkbox"/> W - Withdrawn	<input type="checkbox"/> Residential Rental
		<input type="checkbox"/> X - Expired	

**® Listing Address**  
   
Street Number Street Name (as per tax record)

**® Listing Agent ID**  **® Listing Agent Name**  **® Office Phone**   
Last First

<b>Price Changes</b>		<b>Extension / Termination Information</b>	
<input type="text"/> <b>® List Price</b>	- or - <input type="text"/> <b>® Monthly Rent</b>	The owner and REALTOR® have agreed to change the expiration date on the Exclusive Right to Sell Contract as noted here. <b>The property may be relisted once expired.</b>	
All properties except rental		<input type="text"/> <b>® Original Expiration Date</b>	<input type="text"/> <b>® New Expiration Date</b>

**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 If withdrawn, all marketing efforts will be discontinued.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is understood and agreed that the listing will remain in full force **and may not be relisted while property is in the withdrawn status**.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.

<input type="text"/> <b>® Withdrawn Date</b>	<input type="text"/> <b>® Temporarily off the Market Date</b>	<input type="text"/> <b>® Return to Active Status</b>
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**Pending Information**

<input type="text"/> <b>® Contract Date</b>	<input type="checkbox"/> <b>® Disclose Sale Data (Seller Authorized)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>* Terms of sale</b> <input type="checkbox"/> Assumption <input type="checkbox"/> Conventional <input type="checkbox"/> Seller <input type="checkbox"/> VA <input type="checkbox"/> Cash <input type="checkbox"/> FHA <input type="checkbox"/> USDA <input type="checkbox"/> Other	<input type="text"/> <b>* Sale Price</b>	<input type="text"/> <b>* Sellers Concessions</b>
<input type="text"/> <b>* Selling Agent ID</b>	<input type="text"/> <b>* Selling Agent Name</b> Last First			
<input type="text"/> <b>* Selling Office</b>				
<input type="text"/> <b>Co-Selling Agent ID</b>	<input type="text"/> <b>Co-Selling Agent Name</b> Last First			
<input type="text"/> <b>Co-Selling Office</b>				

**Sold Information**

<input type="text"/> <b>® Contract Date</b>	<input type="text"/> <b>® Closed/Rented Date</b>	<input type="text"/> <b>® Sale/Rented Price</b>	<input type="text"/> <b>* Sellers Concessions</b>	<input type="checkbox"/> <b>® Terms of sale</b> <input type="checkbox"/> Assumption <input type="checkbox"/> Cash <input type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> Seller <input type="checkbox"/> USDA <input type="checkbox"/> VA <input type="checkbox"/> Other
<input type="text"/> <b>® Sale / Rented Agent ID</b>	<input type="text"/> <b>® Sale / Rented Agent Name</b> Last First			
<input type="text"/> <b>® Selling Office</b>				
<input type="text"/> <b>Co-Selling / Renting Agent ID</b>	<input type="text"/> <b>Co-Selling / Renting Agent Name</b> Last First			
<input type="text"/> <b>Co-Selling Office</b>				

**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 _____
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