

Change Request for FLAT LIST RE MLS Listings

Complete this form and fax to 1-866-594-0963
Changes will be made within 24 hours excluding weekends

Date: _____ Seller's Name: _____

EMAIL Address for confirmation: _____

Property Address: _____

City: _____ State: _____

Price Change – Enter new price: \$ _____

Extend Listing Expiration Date – New date: _____

Offer Mutually Accepted – Acceptance date: _____
*If you checked this box, you MUST complete the following:

Buyers name: _____

Closing date: _____ Financing type: _____
VA, Conventional, FHA, Cash, Etc.

Sales price: \$ _____

Buyer's closing costs paid by Seller, if any: \$ _____ or % _____

Is the offer subject to a Buyer's inspection: YES NO

Buyer's Agent full name, if any: _____

IMPORTANT: If your property was sold by an agent, you must fax a copy of the agreement to 1-866-594-0963. If you sold the property to a buyer not represented by an agent, please keep us posted of the status of the closing.

Offer Accepted Contingent upon Buyer's Home Sale - Contingency Days: _____
*When Buyer's property sells, please notify us within one business day.

Property Sold & Closed: Close date: _____ Sales price: \$ _____

Cancel Listing – Effective on: _____ *If you are canceling your listing, please ensure that the sign & lock box are visible for pick up, if applicable.

Sale Failed, Place Property Back to Active – New active date: _____
*You must have a signed rescission or cancellation from Buyer in order to return to active.

Commission Change – New commission: _____ %

Temporarily off the Market – Off market date: _____
(14 days maximum time)

Place property Back on market – Back On Market date: _____

Other Changes: Changes: _____

*Marketing Remarks: Email marketing remarks, please do not use this form. We will copy/paste emailed marketing remarks. We do not edit so please ensure that the text is accurate.

Seller Signature: _____ Seller Signature: _____

Office Use Only

Date Change Made: _____ Copy Emailed To Seller: _____
Initials