



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[] Change to Withdrawn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 Expired. Expiration Date: ____/____/____

[] Change to Active. 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.

[] 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: _____
(Signature required on ALL CANCELLATIONS)