



MLS Pending Sold Form

MLS Listing Number : \_\_\_\_\_ Date: \_\_\_\_\_

Address of the Property: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Recip to: \_\_\_\_\_

Check the Appropriate Box:

**Please fill in this form to Change the Status of a Listing to:**

Change to Pending       Change to Backup

Change to Sold       Change to Leased

**(For any other changes to your listing please use the MLS Change Form)**

\* Required Fields

\*Pending Date: \_\_\_\_\_

\*Projected Close of Escrow Date: \_\_\_\_\_ Closed Date: \_\_\_\_\_

\*Contract/Sales Price: \$ \_\_\_\_\_ \*Down Payment: \_\_\_\_\_  
(0 can be used if no Down Payment required)

\*Selling Office: \_\_\_\_\_

\*Selling Agent: \_\_\_\_\_ \*Selling Agent Public ID: \_\_\_\_\_

\*Selling Terms/Financing: \_\_\_\_\_

\*Estimated Concessions Amount: \$ \_\_\_\_\_  
(0 can be used if there are no Concessions)

\*Estimated Concessions Comments: \_\_\_\_\_  
(none can be used if there are no Concessions)

Listing Agent's Name \_\_\_\_\_ Listing Agent Signature: \_\_\_\_\_  
(Signature required)

\*\*\*Contact Phone Number: \_\_\_\_\_

**\* Required Fields**

**Please fax the form to (714) 245-5599 Attn. MLS Department**