

MLS Now EDIT LISTING/STATUS CHANGE INPUT SHEET

Property Address: _____ Listing #: _____

All status changes must be reflected within 48 hours, or 2 days (except Saturday, Sunday and Postal Holidays) & require a WRITTEN AUTHORIZATION FROM THE SELLER.

Edit Listing

Price Change: New List Price \$: _____ **Expiration Date:** _____

Change Status

Temporarily off the Market:

Off Market/Inactive Date: _____

Back to Active Date: _____

Listings placed in TOMK cannot be shown by anyone including the listing office during the Off Market time period and will not be included in any IDX or MLS listing syndication feeds during the off-market time period.

(Violators are subject to a \$500 fine)

(Enter the Actual or Estimated Date returning to Active in Broker's Remarks)

Reactivate Listing:

Back on Market Date: _____

Withdrawn: ***(Are these Listings Released from Broker?)***

Withdrawal/Inactive Date: _____

With Release*: ____Yes____No

*(*Broker's signature required)*

Under Contract-ALLOW Showings:

Contract Date: _____

Type:	
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Inspections
<input type="checkbox"/> Court Approval	<input type="checkbox"/> Other: _____
<input type="checkbox"/> House Sale	<input type="checkbox"/> Short Sale

Under Contract-NO Showings:

Contract Date: _____

Closed Information:

Selling Price: \$ _____

Selling Date: _____

Seller Paid Closing Costs: _____ ***(Enter as a Full Dollar Amount)***

Selling Agent ID: _____

Selling Office ID: _____

Co-Selling Agent ID: _____

Co-Selling Office ID: _____

Closed By

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Auction | <input type="checkbox"/> Rural Housing |
| <input type="checkbox"/> Comp Only | <input type="checkbox"/> Sale |
| <input type="checkbox"/> Lease | <input type="checkbox"/> Trade/Exchange |

Finance Code

- | | | | |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> Assumption | <input type="checkbox"/> Conventional | <input type="checkbox"/> Lease/Purchase Not Closed | <input type="checkbox"/> Rehab |
| <input type="checkbox"/> Cash | <input type="checkbox"/> FHA | <input type="checkbox"/> Other (explain in remarks) | <input type="checkbox"/> Rural Housing |
| <input type="checkbox"/> Contract for Deed | <input type="checkbox"/> FHMA | <input type="checkbox"/> RDHA | <input type="checkbox"/> Trade/Exchange |
| | | | <input type="checkbox"/> VA |

Comments: _____

Seller's Signature: _____

Date: _____

Seller's Signature: _____

Date: _____

Agent's Signature: _____

Date: _____

Broker's Signature: _____

Date: _____