

Change Request for Flat Listing RE MLS Listings

Complete this form and fax to 1-888-896-1024

Date:

Sellers Name:

Property Street Address:

City:

State

Zip

Price Change – Enter New Price: \$

Extend Listing Expiration Date – New Date: (\$100 fee required)

Elect 1% (One percent) “Contract to Closing” option.

Offer Accepted Contingent upon Buyer’s Home Sale – Contingency Days:
(When Buyer’s property sells, please notify us within one business day)

Property Closed and Sold: Close Date: Sales Price:

Cancel Listing – Effective on:

Sale Failed, Place Property Back to Active – New Active Date:
(You must have a signed recession or cancellation from Buyer in order to return to Active)

Commission Change – New Commission % or \$
(Choose only one)

Temporarily off of the Market – Off Market Date:

Back on Market Date:

Other Changes: Field Name: Changes:

Seller Signature:

Seller Signature:

Broker Signature:

Date: