

Change Request for Flat Listing RE MLS Listings

Complete this form and fax to 214-570-8864
Office hours are Monday-Friday 9:00 a.m. to 5 p.m.

Date: _____ Seller's Name: _____

Property Address : _____

City: _____ State: _____

Price Change – Enter new Price: \$ _____

Extend Listing Expiration Date – New Date : _____ (\$100.00 fee required)

Offer Mutually Accepted – Acceptance Date : _____

*If you checked this box, you MUST complete following:

Buyers name: _____

Closing Date: _____ Financing Type : _____
VA, Conventional, FHA, Cash, etc

Sales Price: \$ _____

Buyers 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 sales contract & settlement statement to 214-570-8864. 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: _____

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 _____ % or \$ _____
Choose only one

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

Back on market date: _____

Other Changes: Field Name: _____ Changes: _____

Seller Signature: _____ Seller Signature _____

Broker Signature: _____ Date: _____

Office use only

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