

Change And Correction Form

This change notice form is for MLS use only and cannot be used as a modification or amendment to the listing agreement.

R INDICATES A REQUIRED FIELD

LISTING # _____ MLS AREA _____ DATE _____
 LISTING ADDRESS _____
 Listing Agent ID# _____ Listing Agent NAME/PHONE _____
 Listing Office ID# _____ Listing Office NAME/PHONE _____

PRICE CHANGE: Current Price: \$ _____ New Price: \$ _____

EXTEND LISTING: New Expiration Date: _____

STATUS CHANGES:

___ **BOM** Back on Market - Enter new Expiration Date: _____
 ___ **LEA** Leased. Date Leased: _____ Lease Rate: \$ _____ Leasing Agent: _____
 ___ **RGT** Active with 1st Right of First Refusal Contingency. Date contract signed _____
 ___ **UCSS** Under Contract/Short Sale Listings Only (continue to show). Date buyer and seller signed sales contract (regardless of contingencies or lender approvals) _____
 ___ **UND** Under Contract (taking back-up offers-continue to show). Date contract signed: _____
 ___ **PEND** Pending (under contract-no more showings) - Date contract signed: _____
 ___ **WITH** Temporarily Withdrawn (May still be available for sale). Date: _____
 ___ **CAN** Cancelled (Listing agreement cancelled/terminated by mutual agreement). Date: _____

CLOSD Sold and Closed

Pending (Off Market) Date: **R** _____ (Date Contract signed)

Sold Date: **R** _____ **Sold Price:** **R** \$ _____

Selling Public ID: Click on magnifying glass to right of field and search for **Selling Agent's Name:** **R** _____
 If Selling Agent not a PPMLS member, search for Non Member

Selling Office Name: _____

Terms of Sale: **R** (Type of Financing): (Check One)
 ___ Bond ___ Cash ___ Conventional ___ CTL/Qualify ___ Farm Credit Services ___ FHA ___ FHA 203K
 ___ FMHA ___ Lease/Option ___ Other ___ Owner Carry ___ Trade/Exchange ___ VA

Sold Concessions: **R** \$ _____ (for example: closing costs, prepaid expenses, discount points or other concessions made on the buyer's behalf, excluding VA and FHA concessions and non-includable items)

Personal Property Included: _____

Quality of Below Grade Interior Finish: _____

Sold Remarks: (indicate if there was a Seller-assisted down payment or special government loan program) (100 characters)

The following changes are subject to a change and correction fee:

___ Correct the List Date to: _____ (Attach a copy of the Listing Agreement)
 ___ Correct the Original List Price to: _____ (Attach a copy of the Listing Agreement)
 ___ Correct the Expiration Date to: _____ (Attach a copy of the Listing Agreement)
 ___ Correct the Cancelled Date to: _____ (Attach a copy of the Cancellation Agreement)
 ___ Reinstate Cancelled Listing (within 10 business days of cancelled date): **Back on Market Date:** _____
 (Attach a copy of the Listing Agreement and any Amend/Extends). See PPMLS Rules, Section 1.5.1
 ___ Reinstate Expired Listing (within 10 business days of expiration date): **New Expiration Date:** _____
 (Attached a copy of Amend/Extend). See PPMLS Rules, Section 1.10
 ___ Reinstate a Sold Listing (Attach a copy of the Listing Agreement). Explain: _____

Notes/Other Changes: _____

R Submitted By: _____
 Printed Name

R Signature _____
 (Listing Agent Signature Required for changes to Price, Terms, Commission, Status and Expiration Date)

Fax: **719 476-8185** unless responding to a PPMLS Violation, then fax to RSC Violations Coordinator at **719 476-8168**