



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 (TOMK):

Off Market/Inactive Date: _____ Back to Active Date: _____

***TOMK: cannot be shown by anyone (incl. listing office); excluded from IDX/syndication. Violators: \$500 fine.
Enter return-to-Active date in Broker's Remarks.***

Reactivate Listing: Back on Market Date: _____

Withdrawn: Withdrawal/Inactive Date: _____ With Release*: ☐ Yes ☐ No

*(*Broker's signature required for release)*

PREP STATUS (ONLY)

Pre-marketing window up to 7 business days. Complete only the section(s) you are changing.

Showings During PREP:

Current status: ☐ PREP-Show ☐ PREP-No Show

☐ Change to **PREP-No Show** (no longer allowing showings) Effective Date: _____

☐ Change to **PREP-Show** (allow showings) Effective Date: _____

PREP Activation Date: _____

PREP can be used for 7 business days maximum from the list date.

Internet Display (IDX)? ☐ Yes ☐ No *Choosing "No" significantly limits the property's market exposure.*

MLS Now Edit Listing / Status Change Input Sheet (continued)

Property Address: _____ Listing #: _____

Under Contract – ALLOW Showings: Contract Date: _____

Type: ☐ Appraisal ☐ Court Approval ☐ House Sale ☐ Inspections ☐ Short Sale ☐ Other _____

Under Contract – NO Showings: Contract Date: _____

CLOSED INFORMATION

Selling Price \$: _____ Selling Date: _____ Seller Paid CC \$: _____

Selling Agent ID: _____ Selling Office ID: _____

Co-Selling Agent ID: _____ Co-Selling Office ID: _____

Closed By:

- | | |
|------------------------------------|---|
| ☐ Auction | ☐ Rural Housing |
| ☐ Comp Only | ☐ Sale |
| ☐ Lease | ☐ Trade/Exchange |

Finance Code:

- | | | |
|--|---|-------------------------------------|
| ☐ Assumption | ☐ FHMA | ☐ Rural Hsg |
| ☐ Cash | ☐ Lease/Purch NC | ☐ Trade/Exch |
| ☐ Contract/Deed | ☐ Other | ☐ VA |
| ☐ Conventional | ☐ RDHA | |
| ☐ FHA | ☐ Rehab | |

AUTHORIZATION — SIGNATURES REQUIRED

Seller's Signature: _____ **Date:** _____

Seller's Signature: _____ **Date:** _____

Agent's Signature: _____ **Date:** _____

Broker's Signature: _____ **Date:** _____

***Changes must be reported within 2 business days with written seller authorization.
Incomplete forms will be returned and not considered "received" until resubmitted complete.***