

LISTING CHANGE REQUEST FORM:

PLEASE COMPLETE ALL INFORMATION AND RETURN TO THE SECRETARY (FAX: 303-467-0211)

Listing Address _____ *Listing# _____
Agent ID _____ Date ____ / ____ / ____ Company Name _____
Member Signature _____ [] Residential [] Commercial
*Listing Expiration Date: _____

MARK ALL THAT APPLY

- [] Price Change \$ _____
[] Refresh Listing Use Old Photo New Listing # _____ New Exp. Date ____ / ____ / ____
[] Refresh Listing Use New Photo New Listing # _____ New Exp. Date ____ / ____ / ____
[] Extend [Give New Exp. Date] ____ / ____ / ____
[] Withdrawn [] Under Contract Taking Back-ups:
(Date) ____ / ____ / ____
[] Active First Right of Refusal [] Under Contract (Date) ____ / ____ / ____
[] Temporarily Off Market [] Sold [Please See Sold Information]

SOLD INFORMATION: *Information required to load in Metrolist.

*Under Contract Date: ____ / ____ / ____
*Sold Price: _____
*Sold Term: C[] CV[] F[] V[] OWC[] LP[] TR[] QA[] TR[] B[]
Addl. Sold Term: _____
*Selling Office ID: _____
*Sold Agent ID: _____
*Sold Date: ____ / ____ / ____
Sold Intr. Rate: ____
Sold Loan Amount: _____
*Sale Concession Amount: _____
*Sale Concession Type: Cash[] Bcc/Points[] Paid By Seller[] Personal Property[] None[]
*Seller Type: Bank[] Bldr[] Estate[] Govt.[] Indiv.[] Relo Co[] Corp
Buyer Brkr Pd By: Listor/Seller[] Buyer[] None[] Other[]
*Seller Down Payment Assistance Amount: _____

USE THE FOLLOWING SPACE TO MAKE ANY OTHER CHANGE(S) TO YOUR LISTING (PLEASE BE AS SPECIFIC AS POSSIBLE):

1. THE FEATURE NAME:
2. HOW IT NOW APPEARS:
3. HOW YOU WISH IT TO APPEAR:

OFFICE USE ONLY:

BROKER LOAD _____ SHOWING DESK _____ PRINT LISTING _____
FLOOR BOOK _____ FORM COPIED _____
NOTIFY AGENT OF COMPLETION _____ UPDATE IN SHOWING ASSIST _____