



# NorthstarMLS Listing Change Form and Contract Amendment

This form may function as an amendment to the listing agreement between the parties.  
**(Asterisk Denotes Required Field If The Section Is Used)**

\*Listing Number \_\_\_\_\_ \*Realtor Association \_\_\_\_\_  
 \*Address \_\_\_\_\_  
 \*Listing Office ID \_\_\_\_\_ \*Listing Agent ID \_\_\_\_\_ \*Listing Agent Name \_\_\_\_\_

Who should input this change into NorthstarMLS? <input type="checkbox"/> Listing Office (do not send this form to Association) <input type="checkbox"/> Association (fax this form to the Association)
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<input type="checkbox"/> <b>Price Change</b> *New List Price \$ <input style="width: 100%;" type="text"/> <hr/> <input type="checkbox"/> <b>Expiration Date Change</b> <small>If Old Expiration Date is past, must fax contract extension and change form to Association within 3 days of that date. Otherwise, must enter new listing.</small> *Old Expiration Date <input style="width: 100%;" type="text"/> *New Expiration Date <input style="width: 100%;" type="text"/> <hr/> <input type="checkbox"/> <b>Status Change</b> <small>(To be entered by your association)</small> <input type="checkbox"/> *Temp. Not Avail. For Showing <small>(Property is not available for showings for the next 24 or more hours.)</small> <input type="checkbox"/> *Cancelled <small>(The Owner(s) and the Broker must sign for a listing to be Cancelled.)</small> *Off-Market Date <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <b>Status Change</b> <small>(May be entered by listing firm)</small> <input type="checkbox"/> *Active <small>(from a Temp. Not Avail. For Showing or Pending status)</small> <hr/> <input type="checkbox"/> *Pending <small>(includes all listings not available for showings IF an offer has been accepted)</small> *Pending Date <input style="width: 100%;" type="text"/> *Projected Close Date <input style="width: 100%;" type="text"/> *Selling Office ID <input style="width: 100%;" type="text"/> *Selling Agent ID <input style="width: 100%;" type="text"/> *Selling Agent Name <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <b>Sold</b> <small>(Listing must be entered into Pending first)</small> *Sale Price <input style="width: 100%;" type="text"/> *Date Closed <input style="width: 100%;" type="text"/> *Loan Amount <input style="width: 100%;" type="text"/> *Seller Contribution <input style="width: 100%;" type="text"/> *Financing Terms <small>(choose only 1)</small> <input type="radio"/> FHA <input type="radio"/> DVA <input type="radio"/> Conventional <input type="radio"/> Assumable <input type="radio"/> Adj. Rate/Gr. Payment <input type="radio"/> Contract For Deed <input type="radio"/> Special Funding <input type="radio"/> Cash <input type="radio"/> Contract/Deed w/Assumption <input type="radio"/> Other
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OTHER: (Write the name of the field and the value it should contain, e.g. "Bedrooms = 4")  
 \_\_\_\_\_  
 \_\_\_\_\_

The Undersigned do hereby agree that the listing contract dated \_\_\_\_\_, (original contract date) between the undersigned is changed as shown above. All other terms of such listing contract shall remain unchanged and in full force and effect, except as we may agree in writing to change it in the future.

Owner acknowledges receipt of a copy of this transmittal form.

Owner (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
 Owner (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
 Agent \_\_\_\_\_ Date \_\_\_\_\_  
 Broker (Required for Cancellation) \_\_\_\_\_ Date \_\_\_\_\_

# NorthstarMLS Change Form Instructions

This form is split into multiple sections, each serving a different function. Keep in mind that the fields with asterisks are REQUIRED. If the information is not complete, the change cannot be made. This form will also serve as the owner's authorization to broker to make changes to the listing and owners agree that the changes are correct.

## BASIC INFORMATION

Property address, listing number, listing office ID and listing agent ID are required for ALL changes.

## WHO SHOULD INPUT THIS CHANGE INTO NORTHSTARMLS?

- Mark "Association" and fax this form to your Association Office **only** if you are changing List Price or any of the Sold Data **six days or more AFTER listing input** (for List Price) or **six days or more AFTER changing List Status to Sold** (for Sold data). If it is still **within five days**, the broker office may make the change.
- **EXPIRATION DATE EXTENDED:** Fax the form to the NorthstarMLS Help Desk (651-251-5457) if you want to reactivate an Expired listing **more than 60 days** after the Expiration Date. You must also include a copy of the new listing contract. If it is **still within 60 days** of the Expiration Date, the broker office may reactivate it. This allows brokers to fix their listings when the contract was extended but the listing was not correctly extended on the MLS (or when a purchase agreement is signed after the expiration but negotiations began while the property was under contract). You are required to have a new listing contract on file if more than 72 hours have passed since the Expiration Date.
- All other changes, including Status Changes may be done by the broker office. You must have your customer's signature before your broker staff can make the changes.

## PRICE CHANGE

Enter the new list price.

## STATUS CHANGE

1. Temporarily Not Available for Showing - does not terminate listing rights. A listing contract still exists but the listing is off the market, not available for showings to anyone, for a time that exceeds 24 hours. The property owner is not free to dispose of the property or re-list it with another broker without first recognizing the rights of the current listing broker.
2. Cancelled - terminates the listing rights of the broker as of a specific date, except for those prospects whom the seller has been notified of in writing in accordance with the listing agreement terms. Upon the effective cancellation date of the listing, the seller is free to relist, sell directly, or take the property off the market. The listing broker must sign the form for this status change.
3. Active - The property under contract is available for showings.
4. Pending - Enter the date the purchase agreement/contract was accepted in the Off-Market date field. Enter the projected closing date, the selling office ID and the selling agent ID.
5. Sold - Enter the sale price, the date the sale closed, the loan amount (if any) and the amount the seller contributed to the transaction (points paid or other). Select the type of financing used. This entry must be made within 24 hours of the closing.

## OTHER CHANGES

Write the name of the field you wish to change along with the correct, new information. If you wish to change a remarks section, write the name of the remarks field (e.g. "Agent Remarks") on this form and attach the text you wish to have entered.

## SIGNATURES

Be sure to get signatures from all the identified individuals.