

Status Definitions

Actions:

Extend Employment (Listing) Agreement expiration date has been extended. Must be signed by the seller(s) PRIOR TO the expiration date and entered into the MLS within five (5) business days after the expiration.
With Sellers Authorization

Price Change Price has been changed. Enter new listing price.
With Sellers Authorization

Edit Misc. changes made to listings, i.e. misspellings, additional remarks, updated tax or loan information, etc. Specify the field name then use an = mark, and then indicate the change. i.e. Keysafe = Y. To make a change in the Remarks section, attach a copy of a Profile Sheet with the remarks filled out as you want them to appear after all of the changes are complete. On the Status Change Form, enter REMARKS = see attached, or AGENT ONLY REMARKS = see attached.

Status: Pending with Contingency

Active CAPA "Can Accept Purchase Agreement": Listing is under mutually accepted contract, and is to remain active. Seller has reserved the right to accept replacement offers as defined in the Purchase Contract. Days on Market will cease to accrue.

Active Contingent Listing is under mutually accepted contract, which contains one or more contingencies. *Call Agent for permission to show.* Days on Market will cease to accrue.

Pending Listing is under mutually accepted contract, but has not yet closed escrow. *Call Agent for permission to show.* Days on Market stop accruing.

Closed/Rented Property has been Sold or Rented.

Terms	FHA Federal Housing Administration Loan	LSPU Lease Purchase	WRAP Wrap Around Loan
	VA Veterans Administration Loan	LSOP Lease Option	COCB Cash Owner Carryback
	CONV Conventional Loan	EXCH Exchange (Trade)	OTHR Any loan type of financing not listed
	ARM Adjustable. Rate Mortgage Loan	RENTED Property Rented	
	CTL Cash to Loan	CASH Cash	

Sale Remarks: Enter any miscellaneous comments, ie.: relationship between buyer and seller, etc.

NOTE: In the event that there are cross referenced listings that are attached to a sold listing, the status of all cross referenced listings MUST be changed to Withdrawn Released status. This should be done on a separate Status change Form.

Temp Off Market Property has been temporarily withdrawn from the market. Listing may be brought back on the market at a later date without submitting new Employment (Listing) Agreement, provided this action is taken prior to the listing expiration date.
With Sellers Authorization

Cancelled Employment (Listing) Agreement has been released. Listing cannot be brought back on the market except under a new MLS # in conjunction with a new Employment (Listing) Agreement. Once released, if the same company re-inputs the same listing within seven (7) days, a re-listing fee will be incurred. CDOM will continue to calculate, as long as the listing has not had a break in the MLS greater than 30 days.

Transfer To transfer a listing from one office to another. If the listing is not being transferred between two branches of one main office, the seller signatures and releasing Broker's signature are required. The new listing Broker must sign in the space provided. TRANSFERS TO A NEW COMPANY MUST BE DONE BY THE MLS OFFICE.
Broker signatures REQUIRED as needed