



# Multiple Listing Service Change Authorization Form

Conejo Simi Moorpark Association of REALTORS®

Required for all Staff-made MLS Changes

LISTING # \_\_\_\_\_ Listing Address: \_\_\_\_\_

1.  **DELETE Duplicate Listing**

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2.  **WITHDRAWN – Requires Broker/Designated Broker Signature**  
The withdrawal of listing on said property. A valid listing contract is in effect, but the property is no longer being marketed.

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3.  **CANCELLATION AGREEMENT - Requires Broker/Designated Broker Signature**  
I request cancellation of listing on said property without conditions.

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4.  **PENDING - STATUS CHANGE**  
I request a change of status on said property to Pending. Pending Date \_\_\_\_\_ Est. Closing Date \_\_\_\_\_

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5.  **SOLD/LEASED - STATUS CHANGE**  
I request a change of status on said property to (Check One): Sold  Leased  Sale/Lease Date \_\_\_\_\_  
Sale/Lease Price \$ \_\_\_\_\_ Selling/Leasing Agent: \_\_\_\_\_ Selling/Leasing Office: \_\_\_\_\_  
Financing \_\_\_\_\_

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6.  **ACTIVE-UNDER CONTRACT - STATUS CHANGE**  
I request a change of status on said property to Active-Under Contract

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7. **PHOTOS – SET PHOTOS/MEDIA TO PRIVATE**  
 I request to change Photos  Videos  Virtual Tours  to Private.  
Photos will remain on the MLS but be removed from publicly viewable sites within 48 hours of the change made to the MLS.  
NOTE: One photo of the exterior structure remains public. The default will be the Primary photo or first exterior photo. Indicate if a different photo of the exterior structure is preferred here: \_\_\_\_\_ (MLS photo number).

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8.  **MLS LISTING CHANGE – MISCELLANEOUS LISTING (Fill out in grid below)**  
I specifically agree that this change shall not invalidate or change my present listing contract except to the extent as specified herein. I agree to be bound by the original listing contract agreement and amendments thereto. I hereby acknowledge receipt of a copy of this change agreement.

MLS SECTION	CHANGE TO

**COMMENTS**

9. **THIS AGREEMENT** is dated and shall become effective when delivered on \_\_\_\_\_ (Date). I hereby acknowledge receipt of a copy of this agreement.

\_\_\_\_\_  
(REALTOR®/AGENT)

\_\_\_\_\_  
(BROKER/DESIGNATED BROKER)

PLEASE INITIAL, SIGN, AND RETURN VIA EMAIL

Email: [mls@csmaor.com](mailto:mls@csmaor.com)