



# 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**

2. **CANCELLATION AGREEMENT – Requires Broker/Designated Broker Signature**

I request cancellation of listing on said property without conditions.

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

3. **ACTIVE-UNDERCONTRACT – STATUS CHANGE**

I request a change of status on said property to Active-Under Contract

4. **PENDING - STATUS CHANGE**

I request a change of status on said property to Pending. Pending Date \_\_\_\_\_

5. **SOLD/LEASED - STATUS CHANGE**

I request a change of status on said property to Sold/Leased.

Financing: \_\_\_\_\_ Sale/Lease Date: \_\_\_\_\_ Sale/Lease Price: \$ \_\_\_\_\_

Seller/Housing Provider Concessions Total Amount (if any): \$ \_\_\_\_\_

Closing Costs: \$ \_\_\_\_\_ Buyer/Tenant Broker Fee: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Price reduction in lieu of concessions Amount (if any) \$ \_\_\_\_\_

Buyer/Leasing Agent: \_\_\_\_\_ Buyer/Leasing Agent DRE#: \_\_\_\_\_ Selling/Leasing Office: \_\_\_\_\_

6. **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).

7. **MLS LISTING CHANGE – MISCELLANEOUS LISTING (Fill out the 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 (Price, Status, Remarks, Comments, etc....)	CHANGE TO (Include details of the request)

**COMMENTS**

\_\_\_\_\_

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

\_\_\_\_\_  
**(REALTOR® SIGNATURE AND PRINTED NAME)**

**PLEASE SIGN AND RETURN VIA EMAIL**

**Email: mls@csmar.com**