



### RECIPROCAL CHANGE FORM

*The following information must first be input into your home MLS. NOTE: All fields are required.*

Listing Agent: \_\_\_\_\_ Listing Office: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

MLSListings MLS#: \_\_\_\_\_ Assoc/Board Reciprocating From: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Accepted offer** (please check only one)     w/ Release Clause     Show (Contingent)     Do Not Show

(R) Estimated Close of Escrow Date: \_\_\_\_\_ (R) Date Pending: \_\_\_\_\_

#### SOLD/CLOSED/LEASED

(R) Date of Final Sale: \_\_\_\_\_ (R) COE Sale Price: \_\_\_\_\_

(R) Selling Agent Name: \_\_\_\_\_ (R) Selling Office: \_\_\_\_\_

#### (R) Type of Financing (please circle one)

- |                 |          |          |           |         |            |
|-----------------|----------|----------|-----------|---------|------------|
| 1. CONVENTIONAL | 2. FHA   | 3. VA    | 4. ASSUME | 5. CASH | 6. CAL VET |
| 7. OWC1         | 8. OWC 2 | 9. OTHER | 10. SUBJ  | 11. CTL | 12. CHAFA  |
| 13. LOPT        | 14. WITH | 15. WRAP |           |         |            |

#### CHANGES/CORRECTIONS/EXTENSIONS

Change Price To: \_\_\_\_\_ Extend Expire Date To: \_\_\_\_\_

Other Misc Changes: \_\_\_\_\_

#### OFF MARKET/BACK ON MARKET (check one)

Back on Market (TFT)     Canceled     Withdrawn/Temporarily Off Market

Date Off Market: \_\_\_\_\_

#### REMARKS/CHANGES

Confidential Remarks : \_\_\_\_\_

\_\_\_\_\_

Public Remarks : \_\_\_\_\_

\_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email this completed form to [support@mlslistings.com](mailto:support@mlslistings.com) or fax it to (408) 874-1250.