

Change Request for MLS Listing with FlatList.com

Email change form or fax to 1-866-594-0963
NOTE: All changes are made on Monday and Thursday

Date: _____ Seller's Name: _____

EMAIL Address for confirmation: _____

MLS Number: _____ (leave blank if you do know the MLS #)

Property Address: _____

City: _____ State: _____

Price Change – Enter new price: \$ _____

Extend listing date to: _____

Offer Mutually Accepted – Acceptance date: _____

*If you checked this box, you MUST complete the following information. If your property was sold by an agent, then you MUST email or fax a copy of the contract to us.

Buyers name: _____

Closing date: _____ Financing type: _____
VA, Conventional, FHA, Cash, Etc.

Sales price: \$ _____

Buyer's closing costs paid by Seller, if any: \$ _____ or % _____

Is the offer subject to a Buyer's inspection: YES NO
Is Offer Contingent upon Buyer's Home Sale YES NO

If so, what are the Contingency Days: _____

*When Buyer's property sells, please notify us within one business day.

Buyer's Agent full name, if any: _____

Property Sold & Closed: Close date: _____ Sales price: \$ _____

Cancel Listing – Effective on: _____
*If you are canceling your listing, please ensure that you coordinate the return of the sign & lock box, if applicable.

Sale Failed, Place Property Back to Active – New active date: _____
*You must have a signed rescission or cancellation from Buyer in order to return to active.

Commission Change – New commission: _____ %

Other Changes: _____

*Marketing Remarks: Email marketing remarks. Please do not use this form.
We will copy/paste emailed marketing remarks.

Seller Signature: _____ Seller Signature: _____

Office Use Only

Date Change Made: _____ Copy Emailed To Seller: _____
Initials