



### Listing Change Form

**PLEASE SAVE THIS FORM.** In order to make price changes or commission changes or update your listing status in the future, complete this form and fax to **708-777-6060**. Or you can email requests to **Changes@MLSyourway.com**.

\*Please include your full property address with all correspondence.

In order to change the Status of your listing, please notify us within 24 hours after the Purchase Contract has been signed by both the buyer and the seller. We will then update your listing in the MLS database and on MLSyourway.com to either "Pending" or "Sold" status. NOTE: Per MLS rules, your listing cannot be updated to pending status until The Realty Dot, Inc. receives your change request in writing.

Seller: \_\_\_\_\_

MLS#: \_\_\_\_\_

Listed Property Address: \_\_\_\_\_

Change my Contact number to: \_\_\_\_\_

Change my Price to: \_\_\_\_\_

Change my Commission to: \_\_\_\_\_

#### Status change request (below)

Date of Contract Acceptance: \_\_\_\_\_

Selling Price: \_\_\_\_\_ Projected Closing Date: \_\_\_\_\_

How did you obtain your buyer:  Real estate agent or broker  Referral  TheRealtyDot.com  
 Realtor.com or other MLS website  TheRealtyDot For Sale sign  Newspaper ad  
 Other: \_\_\_\_\_

Please note: You may need to obtain the required information below from the buyer.

Buyer's Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature(s) required X \_\_\_\_\_ X \_\_\_\_\_

Please fax completed form to fax 1(708) 777-6060 or email request to Changes@MLSyourway.com or mail to mailing address:

*The Realty Dot, Inc./Pending Contracts*

*PO Box 698*

*West Palm Beach, FL 33402*

Thank you for your cooperation. If you have any questions, please call us toll free 1(877) 267-0349.