

## Iowa Great Lakes Board of REALTORS Listing Change Form

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

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

Address: \_\_\_\_\_

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

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

New Listings, Extensions, Withdrawals, and Cancellations are **required to be signed** by the Seller, Agent, and Broker and shall be sent to the MLS ([mls@iglbtor.com](mailto:mls@iglbtor.com)) within 24 hours of being received by the broker (except New Listings which are required within 48 hours after all signatures are obtained). Provide signed copy to the seller(s).

The format of the Subject Line of the email sent to the MLS shall be as MLS# followed by the type of document. (i.e 17-987 New Listing or 17-987 Extension)

**Extension Date:** \_\_\_\_\_

**Withdrawal Date:** \_\_\_\_\_

**Cancellation Date:** \_\_\_\_\_

\_\_\_\_\_  
**Seller1 Sign/Date**

\_\_\_\_\_  
**Seller2 Sign/Date**

\_\_\_\_\_  
**Agent Sign/Date**

\_\_\_\_\_  
**Broker Sign/Date**

The following changes do NOT need to be emailed to the MLS, however, they are required to be entered into FLEX within 24 hours of upon receiving the update of change.

**New List Price:** \_\_\_\_\_ (approval in writing required by seller)

**Active Contingent Date:** \_\_\_\_\_ **Contingency:** \_\_\_\_\_

**Pended Date:** \_\_\_\_\_ **Selling Agent:** \_\_\_\_\_

**Reinstate Date:** \_\_\_\_\_

**Sold Date:** \_\_\_\_\_ **Price:** \_\_\_\_\_

**SA Bonus:** \_\_\_\_\_ **Bonus Exp Date:** \_\_\_\_\_