

Status Definitions

- Extend** Employment (listing) Agreement expiration has been extended. Must be signed by Seller(s) prior to the expiration date and entered into the computer within 5 business days after the expiration.
- Price Change** Price has been changed. Enter new Cash to Available Financing if it applies. **Must be signed by Seller(s)**
- Transfer** To transfer a listing from one office to another. If the listing is not being transferred between two branches of one main office, the seller(s) signature(s) and releasing broker's signature are required. The new listing broker must sign in the provided space. **TRANSFERS TO A NEW COMPANY MUST BE DONE BY THE MLS OFFICE.**
- Withdraw** Property has been temporarily withdrawn from the market. Listing may be brought back on the market at a later date
- Temporary** without submitting a new Employment (listing) Agreement provided this action is taken prior to the listing expiration date. **Seller(s) Signature Recommended**
- Withdraw Release** Employment (listing) Agreement has been released. **Seller(s) Signature Recommended**
Listing cannot be brought back on the market except under a new MLS # in conjunction with a new Employment (listing) Agreement. **Once released, if the same company re-inputs the same listing within seven (7) days, there will be a charge incurred. CDOM will continue to calculate as long as the listing has not had a break in the MLS greater than 30 days**
- Active Contingent** Listing is under a mutually accepted contract which contains one or more contingencies, and is to remain active. Upon removal of all contingencies, sale must then be reported as Pending.
- Active Capa** **"Can Accept Purchase Agreement"**: Listing is under a mutually accepted contract, and is to remain active. Seller has reserved the right to accept a **replacement** offer as defined in the purchase contract.
- Back on Market** Utilized to bring a listing that has been taken off the market, back to an active status.
- Pending** Listing is under a mutually accepted contract, but has not yet closed escrow.
- Sold** **Escrow has CLOSED.**
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|-------------|-------------------------------------|-------------|------------------|-------------|---------------------------------------|
| FHA | Federal Housing Administration Loan | LSPU | Lease Purchase | WRAP | Wrap Around Loan |
| VA | Veterans Administration Loan | LSOP | Lease Option | COCB | Cash Owner Carryback |
| CONV | Conventional Loan | EXCH | Exchange (Trade) | OTHR | Any loan type of financing not listed |
| ARM | Adjustable. Rate Mortgage Loan | N2ND | New Second Loan | | |
| CTL | Cash to Loan | CASH | Cash | | |
- Sale Remarks: Enter any miscellaneous comments, i.e. relationship between buyer and seller, short sale etc.
- NOTE :** In the event that there are cross referenced listings that are attached to a sold listing, the status of all cross referenced listings **MUST BE** changed to a **Withdrawn Released status** This should be done on a separate Status Report Form.
- Edit** Misc. changes made to listings, i.e. misspellings, additional remarks, updated tax or loan information, etc. Specify the field name then use an = mark, and then indicate the change. i.e. Keysafe = Y. To make a change in the Remarks section, attach a copy of a Profile Sheet with the remarks filled out as you want them to appear after all of the changes are complete. On the Status Change Form, enter REMARKS = see attached, or AGENT ONLY REMARKS = see attached.