



MLS Correction Request

This form should be used when members are not permitted to make the change to the fields listed below.

I am requesting the following change to **MLS #**: _____

Address correction - Change address to reflect the following:

St. Number _____ **St. Dir.** _____ **St. Name** _____ **St. Suffix** _____

Unit # _____ **City** _____ **State** _____ **Zip Code** _____

Status Change

Pend Listing Contract Date: _____

Close Listing Settlement Date: _____ Sales Price: _____

Seller Concessions: _____

Financing Type: _____

Selling Member: _____

Date Change

Pend Date _____ Closed Date _____

Specific Reason for requested change (Required): _____

NOTE: *MLS Rules and Regulations state that a status change MUST be recorded in the MLS within 48 hours. Failure to report a status change within 48 hours is subject to a \$200 fine.*

Listing Company: _____

DR/Manager: _____

Signature: _____ **Date:** _____

Listing Agent: _____

Signature: _____ **Date:** _____

