



## NorthstarMLS Listing Change Form and Contract Amendment

This form may function as an amendment to the listing agreement between the parties.  
(Asterisk denotes Required Field if the Section is used)

\*Listing Number \_\_\_\_\_ \*Address \_\_\_\_\_

\*Listing Office ID \_\_\_\_\_ \*Listing Agent ID \_\_\_\_\_ \*Listing Agent Name \_\_\_\_\_

<input type="checkbox"/> <b>Price Change</b>  *New List Price \$ _____	<input type="checkbox"/> <b>Status Change</b> <i>(May be entered by listing firm)</i>  <input type="checkbox"/> *Active <i>(from a Temp. Not Avail. For Showing, Coming Soon, or Pending status)</i> _____  <input type="checkbox"/> *Pending <i>(includes all listings not available for showings IF an offer has been accepted)</i>  *Pending Date _____  *Projected Close Date _____  *Selling Office ID _____  *Selling Agent ID _____  *Selling Agent Name: _____  Co-Selling Office ID _____  Co-Selling Agent ID _____  Co-Selling Agent Name: _____	<input type="checkbox"/> Sold <i>(Listing must be entered into Pending first)</i>  *Sale Price _____  *Date Closed _____  Loan Amount _____  *Seller Contribution _____  *Financing Terms (choose only 1) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> FHA           <input type="checkbox"/> Contract For Deed         </div> <div style="width: 50%;"> <input type="checkbox"/> FHA Rehab 203k           <input type="checkbox"/> Lease Purchase         </div> <div style="width: 50%;"> <input type="checkbox"/> DVA           <input type="checkbox"/> Special Funding         </div> <div style="width: 50%;"> <input type="checkbox"/> Conventional           <input type="checkbox"/> Federal Land Bank         </div> <div style="width: 50%;"> <input type="checkbox"/> Conv Rehab           <input type="checkbox"/> MHFA/WHEDA         </div> <div style="width: 50%;"> <input type="checkbox"/> Rural Dev           <input type="checkbox"/> Cash         </div> <div style="width: 50%;"> <input type="checkbox"/> USDA           <input type="checkbox"/> Contract/Deed w/Assumption         </div> <div style="width: 50%;"> <input type="checkbox"/> Assumable           <input type="checkbox"/> Exchange/Trade         </div> <div style="width: 50%;"> <input type="checkbox"/> Adj. Rate/Gr. Pay           <input type="checkbox"/> Other         </div> </div>
<input type="checkbox"/> <b>Expiration Date Change</b> <i>If Old Expiration Date is past, extension must be signed within 7 days of that date. Otherwise, must enter new listing.</i>  *Old Expiration Date _____  *New Expiration Date _____	<input type="checkbox"/> <b>Status Change</b> <i>(To be entered by your association)</i>  <input type="checkbox"/> *Temp. Not Avail. For Showing  <input type="checkbox"/> *Cancelled <i>(The Owner(s) and the Broker must sign for a listing to be Cancelled.)</i>  *Off-Market Date _____	<input type="checkbox"/> Rented *Rented Monthly Rate _____  *Rented Date _____  *Renting Office ID _____  *Renting Agent ID _____  *Renting Agent Name _____

OTHER: (Write the name of the field and the value it should contain, e.g. "Bedrooms = 4")

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The Undersigned do hereby agree that the listing contract dated \_\_\_\_\_, (original contract date) between the undersigned is changed as shown above. All other terms of such listing contract shall remain unchanged and in full force and effect, except as we may agree in writing to change it in the future.

Owner acknowledges receipt of a copy of this transmittal form.

Owner (Signature) \_\_\_\_\_

Date \_\_\_\_\_

Owner (Signature) \_\_\_\_\_

Date \_\_\_\_\_

Agent \_\_\_\_\_

Date \_\_\_\_\_

Broker (Required for Cancellation) \_\_\_\_\_

Date \_\_\_\_\_

# NorthstarMLS Change Form Instructions

This form is split into multiple sections, each serving a different function. Keep in mind that the fields with asterisks are REQUIRED. If the information is not complete, the change cannot be made. This form will also serve as the owner's authorization to broker to make changes to the listing and owners agree that the changes are correct.

## BASIC INFORMATION

Property address, listing number, listing office ID and listing agent ID are required for ALL changes.

## WHO SHOULD INPUT THIS CHANGE INTO NORTHSTARMLS?

- The office broker may make most MLS changes without sending this form to NorthstarMLS. The change form should be retained and made available to NorthstarMLS upon request.
- **Expiration Date Correction:** MLS rules allow a listing contract to be extended within 7 days of the expiration date (After 7 days, a new contract and new MLS listing are required). The office broker may correct an inaccurate listing date if it is corrected within 7 days of listing entry.
- If the listing status is sold, the information cannot be updated by the agent or broker. The change form should be sent to NorthstarMLS at [help@northstarmls.com](mailto:help@northstarmls.com)

## STATUS CHANGE

1. Temporarily Not Available for Showing - does not terminate listing rights. A listing contract still exists but the listing is off the market, not available for showings to anyone, for a time that exceeds 24 hours. The property owner is not free to dispose of the property or re-list it with another broker without first recognizing the rights of the current listing broker.
2. Cancelled - terminates the listing rights of the broker as of a specific date, except for those prospects whom the seller has been notified of in writing in accordance with the listing agreement terms. Upon the effective cancellation date of the listing, the seller is free to relist, sell directly, or take the property off the market. The listing broker must sign the form for this status change.
3. Active - The listed property is available for showings.
4. Pending - Enter the date the purchase agreement/contract was accepted in the Off-Market date field. Enter the projected closing date, the selling office ID and the selling agent ID.
5. Sold - Enter the sale price, the date the sale closed, the loan amount (if any) and the amount the seller contributed to the transaction (points paid or other). Select the type of financing used. This entry must be made within w business days of the closing.
6. Rented - Enter the Rented Monthly Rate, Rented Date (the date the lease/contract was accepted), Renting Office ID, Renting Agent ID and Renting Agent name. This entry must be made within 2 business days of the lease agreement/contract being accepted.

## OTHER CHANGES

Write the name of the field you wish to change along with the correct, new information. If you wish to change a remarks section, write the name of the remarks field (e.g. "Agent Remarks") on this form and attach the text you wish to have entered.

## SIGNATURES

Be sure to get signatures from all the identified individuals.

Contact the NorthstarMLS Help Desk with any questions at 651-251-5456 or [help@northstarmls.com](mailto:help@northstarmls.com)