

# WSGVR MLS Status Change/Correction Form

**Instructions:**

- **Email:** Complete, save, and email the form to [membership@wsgvar.com](mailto:membership@wsgvar.com)
- **Mail or Drop off:** Complete, print, mail or drop off the form to WSGVR – 1039 E. Valley Blvd. #205B, San Gabriel, CA 91776



**Listing #:** \_\_\_\_\_ **Agent Name:** \_\_\_\_\_ **Agent Public ID:** W/WS \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Office Name:** \_\_\_\_\_

**(CHECK ONE):**  **PENDING**  **ACTIVE UNDER CONTRACT**  
*(Do not leave any field in this section blank. ALL fields are required to change status.)*

Purchase Contract Date: \_\_\_\_\_  
Estimated Close Date: \_\_\_\_\_  
Estimated Close Price: \_\_\_\_\_  
Estimated Buyer Financing Type (not required for LEASE): \_\_\_\_\_  
Estimated Concessions Closing Costs: \_\_\_\_\_  
Estimated Concessions Property Improvement Costs: \_\_\_\_\_  
Estimated Concessions Financing Costs: \_\_\_\_\_  
Estimated Concessions Buyer Broker Fee: \_\_\_\_\_  
Estimated Concessions Other Costs: \_\_\_\_\_  
Estimated Concessions Comments: \_\_\_\_\_  
Estimated Buyer Agent DRE or ID #: \_\_\_\_\_  
Estimated Buyer Agent Name: \_\_\_\_\_  
Estimated Buyer Agent Office: \_\_\_\_\_

**(CHECK ONE):**  **SOLD**  **LEASED**  
*(Do not leave any field in this section blank. ALL fields are required to change status.)*

Purchase Contract Date: \_\_\_\_\_  
Close Date: \_\_\_\_\_  
Close Price: \_\_\_\_\_  
Buyer Financing Type (not required for LEASE): \_\_\_\_\_  
Concessions Closing Costs: \_\_\_\_\_  
Concessions Property Improvement Costs: \_\_\_\_\_  
Concessions Financing Costs: \_\_\_\_\_  
Concessions Buyer Broker Fee: \_\_\_\_\_  
Concessions Other Costs: \_\_\_\_\_  
Concessions Comments: \_\_\_\_\_  
Buyer Agent DRE or ID #: \_\_\_\_\_  
Buyer Agent Name: \_\_\_\_\_  
Buyer Agent Office: \_\_\_\_\_

**CO-BUYER:**

Co-Buyer Agent DRE or ID #: \_\_\_\_\_  
Co-Buyer Agent Name: \_\_\_\_\_  
Co-Buyer Office Name: \_\_\_\_\_

**OTHER STATUS CHANGE (CHECK ONE):**

**Active / Back on Market**  
 **Withdrawn**  
 **Change List Price to \$** \_\_\_\_\_  
 **Expiration Date:** \_\_\_\_\_  
 **Extend Expiration Date:** \_\_\_\_\_  
 **Hold | Activation Date:** \_\_\_\_\_  
(Activation Date = estimated date of when the listing is expected to go back to Active. Cannot be more than 30 days from today. )

**Remove all photos except one required exterior photo**  
(Photos cannot be removed if status already in final status: SOLD / CANCELLED / EXPIRED)

**“Internet Entire Listing Display: NO”**  
(This will remove entire listing from third-party websites)

**CHANGE/CORRECTION NOT LISTED ABOVE or ADDITIONAL INSTRUCTIONS or ADDITIONAL CONCESSIONS COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Listing Agent Signature:** \_\_\_\_\_ **Broker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Required)

*Effective May 2025, both a broker's signature and email confirmation are required for all MLS listing status changes, corrections, cancellations, and edit requests submitted to WSGVR.*

*Initial here to acknowledge that this request will be forwarded to your broker's email for approval prior to any changes made by WSGVR.*