

WSGVR MLS Status Change/Correction Form

Instructions:

- **Email:** Complete, save, and email the form to membership@wsgvar.com
- **Mail:** Complete, print, mail the form to **WSGVR – 1039 E. Valley Blvd. #205B, San Gabriel, CA 91776**
- **Fax:** Complete, print, fax the form to WSGVR at **626-288-7658**



Listing #: _____ **Agent Name:** _____ **Listing Date:** _____ **Agent Public ID:** W/W/S _____
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 ID #: _____
 Estimated Buyer Agent Name: _____
 Estimated Buyer Agent DRE #: _____
 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: _____
 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 ID #: _____
 Buyer Agent Name: _____
 Buyer Agent DRE #: _____
 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 Withdrawn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 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 or Broker Signature: _____ **Date:** _____
 (Required)

Note: CRMLS can ask for documentation and/or additional documentations at any time for changes made.