

Change Order Form

*Indicates Required Field as Applicable

*WVMLS LISTING #	*ADDRESS	*DATE
*OWNER NAME	*CITY	*LISTING PRICE \$
EXPECTED ACTIVE DATE (EAD) RENEWAL (PRE listings only) *New EAD <input type="text"/>	LISTING RENEWAL Renewal covers the described property to midnight of the date shown. *New Expiration Date <input type="text"/>	PRICE CHANGE All terms of listing agreement shall remain in effect, subject only to the changes set forth herein. *New Price <input type="text"/> \$ <input type="text"/>

☐ **PUBLISH PRE LISTING** (Upon receipt of this signed Change Order Form, Owner directs WVMLS to change the status from "PRE" to "Active" and publish it **publicly** throughout all WVMLS systems and syndication sites.) *Showing Instructions:

DELETE THIS INFORMATION	ADD THIS INFORMATION

SALE DATA

<input type="checkbox"/> SOLD (CLOSED)	*Sold Price <input type="text"/>	*Contract Date <input type="text"/>
*Closing Date <input type="text"/>		
*Listing Office <input type="text"/>	*How Sold <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 1st Trust Deed <input type="checkbox"/> Cash <input type="checkbox"/> Conventional <input type="checkbox"/> Farm Home Admin <input type="checkbox"/> Federal Land Bank <input type="checkbox"/> Federal VA <input type="checkbox"/> FHA <input type="checkbox"/> IRC 1031 Exchange </div> <div> <input type="checkbox"/> Land Sales Contract <input type="checkbox"/> Leased <input type="checkbox"/> ODVA <input type="checkbox"/> Other – Refer to Pvt Rmks <input type="checkbox"/> Trade <input type="checkbox"/> USDA <input type="checkbox"/> VA </div> </div>	
*Selling Office <input type="text"/>		
*Selling Broker Name <input type="text"/>		
Buyer Name <input type="text"/>		
Closing Notes <input type="text"/>		

STATUS CHANGE

<input type="checkbox"/> SALE FAIL (Mark listing ACTIVE)
<input type="checkbox"/> ACT-BMP – ACTIVE BUMPABLE (Subject to performance obligation such as Right of Refusal, etc.) *Contract Date: <input type="text"/>
<input type="checkbox"/> ACTUC – ACTIVE, UNDER CONTRACT (Contingencies exist: Subject to Approval, Financing, Insp. etc.) *Contract Date: <input type="text"/>
<input type="checkbox"/> PENDING SALE (Major contingencies removed... awaiting closing.) Contract Date: <input type="text"/> Estimated Closing Date: <input type="text"/> Buyer's Agent: <input type="text"/>

☐ WITHDRAWAL

(*Principal Broker/Designated Member AND Owner signature required)
 Listing has been Withdrawn at owner's written request, with mutual agreement by Listing Broker. Listing will not be marked Active in WVMLS and will no longer be actively syndicated. Listing must not be marketed or shown, Must not be relisted until the original listing contract period has expired, Must not be solicited by other Members until the original listing contract period has expired, and Must be reported immediately on WVMLS Change Order form. Change order form must be signed by Owner/Authorized Signer and Designated Member.

☐ TERMINATION

(*Principal Broker/Designated Member signature required)
 Terminated at broker's request. This listing has been terminated by principal broker in its entirety, effective immediately on the date of this notice. It is no longer in effect or binding to either party. However, any sale or agreement to sell, or rental agreement with purchase option, not disclosed by this termination, made during the period covered by the original listing, shall come within the terms of the original agreement as though this termination had never been executed. Terminated listings are immediately open to solicitation from Other Brokers. Termination notices shall be reported within 24 hours to WVMLS.

By signing below, I authorize the changes marked above:

Owner/Authorized Signer _____ Date _____

Listing Broker _____ Date _____

Owner/Authorized Signer _____ Date _____

Designated Member _____ Date _____