



Update Listing Status

Listing statuses must be designated according the MLSSAZ listing status definitions and within the required time frame.

*Any change in the Listing Agreement, including but not limited to terms of sale, status, acceptance of a purchase contract, or withdrawal shall be updated with the MLS within two (2) business days after being authorized by the Seller.

How to update listing status from Coming Soon:

Once in the listing begin by clicking the drop-down arrow next to the listing ID#

Select edit listing



Under the section titled Status click “Start Showing (Active)”

Next confirm the Change Status Active information and click save to transition the listing status from Coming Soon to Active.

From Active status the listing can be updated to the appropriate status (see MLSSAZ listing status definitions).

STATUS DEFINITIONS
Active – Active properties with no offers or contingencies. Online Offers Only - Used for any property where offers are submitted online, such as online auctions.
Active Contingent – An offer has been accepted but the seller is still permitting showing appointments and is accepting backup offers. Pending Short Sale Approval – seller has accepted an offer and is awaiting short sale approval from the lender. Signature Pending – Seller has verbally accepted an offer and is pending a signature(s). Cancellation Provision – there is a provision to cancel the current offer with a replacement offer.
Pending – An offer has been accepted and the seller is not allowing showing appointments or backup offers.
Temp off Market – The seller has requested that the property be temporarily taken off market. Listing may be brought back on market without a new listing agreement.
Expired – Listing agreement has expired.
Canceled – Listing agreement has been canceled.
Closed – Property has been sold.
Coming Soon – A Coming Soon listing is a listing taken by a Participant on a “Listing Agreement” that is, by direction of the Seller to be withheld from public dissemination by the MLS. (Revised 02/2021).

Status Report/Change Form



**MULTIPLE LISTING SERVICE OF
SOUTHERN ARIZONA**

Status Report/Change Form

Listing Broker Signature Required

Property Information

MLS#: _____ Address: _____
Company ID: _____ Company Name: _____
Agent ID: _____ Agent Name: _____

This status report constitutes an amendment to both the Listing Data Input Form (Property Profile Sheet) and the Listing Agreement.

Active/Pending/Contingencies

- Active** – Active property with no offers or contingencies.
- Online Offers Only** – used for any property where offers are only submitted online, such as online auctions.
 - Active Contingent** – An offer has been accepted but the seller is still permitting showing appointments and is accepting backup offers.
 - Pending Short Sale Approval** – Seller has accepted an offer and is awaiting short sale approval from the lender.
 - Signature Pending** – Seller has verbally accepted an offer and is pending a signature(s).
 - Cancellation Provision** – There is a provision to cancel the current offer with a replacement offer.
- Pending** – An offer has been accepted and the seller is not allowing showing appointments or backup offers.

Contingent Date: _____ Pending Date: _____ Est'd Closing Date: _____

Status/Price Change Seller Signature Required

Back On Market Temp Off Market Cancelled Extend - New Expiration Date: _____
New Listing Price: \$ _____ Range Price (Low/High): \$ _____ / \$ _____

Closed/Rented

Selling Company ID: _____ Name: _____

Selling Agent ID: _____ Name: _____

Selling Co-Agent ID: _____ Name: _____

Pending Date: _____ Sold Date: _____ Short Sale: Yes No

Sold Price: \$ _____ Seller Concessions: \$ _____ Seller Paid Repairs: \$ _____

How Sold: Assumption Cash Contract for Deed Conventional FHA Lease/Purchase
 Other Owner Carry 1st Owner Carry 2nd Rented VA

Buyer From: (Complete One) Arizona County: _____ State: _____ Country: _____

Edit Listing Information Make sure to include Field Name and New Information

Signatures

Listing Agent Name (Print): _____

Listing Agent Signature: _____ Date: _____

Listing Broker Name (Print): _____

Listing Broker Signature: _____ Date: _____

Seller: _____ Date: _____

Seller: _____ Date: _____

Please submit this form, complete with signatures to info@mlssaz.com. Incomplete forms will be returned.

Updated 06/2017