MetroList®
Unleash The Power!

CHANGE ORDER - SOLD / CLOSED

PROPERTY TYPE ○ RESIDENTIAL ○ MOBILE HOME IN PARK ○ RESIDENTIAL INCOME ○ LOTS AND LAND ○ COMMERCIAL ○ BUSINESS OPPORTUNITY

AGENT ID (R)

MULTIPLE LISTING NUMBER (R)

COUNTY

ADDRESS (Street Number) (R)

STREET # MODIFIER (Lot 3, # 4, etc.)

STREET DIRECTION
○ E ○ NE ○ S ○ SW
○ N ○ NW ○ SE ○ W

UNIT NUMBER

ADDRESS (Street Name) (R)

SUFFIX
○ AVENUE ○ DRIVE ○ LOOP ○ ROAD ○ TRAIL
○ BLVD ○ HIGHWAY ○ PASS ○ SQUARE ○ WAY
○ CIRCLE ○ JUNCTION ○ PARKWAY ○ STREET
○ COURT ○ LANE ○ PLACE ○ TERRACE

CITY (R)

ZIP CODE (R)

ZIP + 4

SOLD and CLOSED

○ SOLD (R)

SELLING DATE (R) mm dd yy

DATE EXAMPLE: 01 03 11

SELLING PRICE (no $, no commas) (R)

ESCROW NUMBER (R)

ESCROW COMPANY (R)

FINANCING, select one (R)

○ 1031 EXCH - Subject to	○ CASH	○ INTEREST BUY DOWN	○ SUBJECT TO
○ AITD	○ CONTRACT OF SALE	○ LEASE OPTION	○ SUBMIT
○ ASSUMPTION NON QUAL	○ CONVENTIONAL	○ NEHEMIAH	○ TRADE
○ ASSUMPTION QUAL	○ CREATIVE	○ OWNER FINANCING	○ VA
○ BALLOON	○ FARM HOME LOAN	○ OWNER PAY POINTS	○ OTHER See Selling Remarks
○ CAL VET	○ FHA	○ SELLER EQUITY SHARE	

CONCESSIONS
○ Yes = (R) Comments
○ No
○ CALL LISTING AGENT

If "Yes" then Selling / Concession Remarks are required.

SELLING/CONCESSION REMARKS (100 characters)

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THE UNDERSIGNED OWNER OF THE ABOVE PROPERTY AUTHORIZES THE ABOVE CHANGES TO THE LISTING / LEASING AGREEMENT AND / OR PROFILE SHEET

BROKER'S INITIALS _____ DATE _____

SALESPERSON'S INITIALS _____ DATE _____

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CHANGE ORDER - SOLD / CLOSED

○ MLS MEMBER ○ NON MLS MEMBER

SELLING AGENT ID (R)

SELLING AGENT NAME (R)

SELLING OFFICE ID (R)

SELLING OFFICE NAME (R)

○ MLS MEMBER ○ NON MLS MEMBER

SELLING CO-AGENT ID

SELLING CO-AGENT NAME

SELLING CO-OFFICE ID

SELLING CO-OFFICE NAME

End of Directions

End of Confidential

End of Description

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SELLER _____ DATE _____ BROKER _____ DATE _____

SELLER _____ DATE _____ SALESPERSON _____ DATE _____