

Change to Active Under Contract Status

California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Basics

Address Information:

Street #:	Street Name:	Unit #:
City:		Zip:
MLS Number:	Listing Agent's Name:	

Change to Backup

Status Information:

New Status: Backup Offer	*Pending Date:
Agent Remarks:	

Estimated Selling Information:

The following information should be a best estimate of the actual sale. To avoid an MLS status violation, you must manually update the status of this listing or extend your Estimated Close Date within two business days of the Estimated Close Date you enter below. If no action is taken within 5 calendar days of your Est. Close Date, Matrix will automatically change the listing status to Auto Sold (S). Once a listing status has been changed to Auto Sold (S), the listing status can only be modified by your association staff. For more information please navigate to <https://kb.crmls.org/knowledgebase/auto-sold-listings/>.

*Estimated COE/End Date:	*Estimated Selling Price:
Estimated Selling Terms: <input type="checkbox"/> Standard Sale <input type="checkbox"/> Assumed <input type="checkbox"/> Auction <input type="checkbox"/> Buyers Concessions <input type="checkbox"/> Sellers Concessions <input type="checkbox"/> Contract of Sale <input type="checkbox"/> Exchange/Trade <input type="checkbox"/> In Foreclosure <input type="checkbox"/> Real Estate Owned <input type="checkbox"/> Short Payoff <input type="checkbox"/> Seller Financing	*Estimated Financing Type: <input type="checkbox"/> All Inclusive Trust Deed <input type="checkbox"/> Assumed <input type="checkbox"/> Cal Vet <input type="checkbox"/> Cash <input type="checkbox"/> Contract <input type="checkbox"/> Conventional <input type="checkbox"/> FHA Loan <input type="checkbox"/> Owner Carried <input type="checkbox"/> Private <input type="checkbox"/> VA Loan <input type="checkbox"/> See Remarks
*Estimated Concessions Amount:	
*Concessions Comments:	

Selling and Co-selling Agent Information

Selling Agent/Office Information:

First Name:	Last Name:
Office Name:	
DRE License Number:	
Selling Agent User ID (if known):	Selling Team ID:

Selling Agent/Office Information:

First Name:	Last Name:
Office Name:	
DRE License Number:	
Co-Selling Agent User ID (if known):	Co-Selling Team ID:

Signatures

*Agent Signature:	Date:
*Sellers Signature:	Date:
*Broker/Participant's Signature:	Date:
*Sellers Signature:	Date: