

Showing Desk Status Change Form

This form is used by the Front Desk to change listing information in the Showing Desk Program for the purpose of setting showing appointments. Complete this form and return to the Front Desk.

Property Address _____

Listing Agent _____

Listing Information Changes:

Phone Number Changes _____

Owner/Tenant Occupancy Change _____

SUPRA, Lock Box or Key Change _____

Contract Changes:

Extension Date _____ New Price _____

Status Change _____ Contingencies: _____

Closed Listing:

Sales Price _____ Contract Date _____

Sales Terms _____ Closing Date _____

Sales Agent ID# _____

Showing Instruction Changes:

For Front Desk Use Only:

- Change in Showing Desk Program
- Change in MAP
- Change Front Desk Binder with Listing Sheets - Initial and Date
- File Paperwork For Change in Front Desk *Records File*



Front Desk
Initials

If Price Change or Reactivated:

- Give ONE copy of the New Exclusive Right to Sell/MLS Price Change Form to Bookkeeping - Notify bookkeeping in writing if agent does not provide one