

# Change to Close Status

# CRMLS Matrix Listing Input Forms

Required fields are denoted with a red asterisk (\*). Conditional Required fields are denoted with a double red asterisk (\*\*)

<b>Change to Sold</b>			
<b>Status Information:</b>			
<b>New Status:</b> <u>Closed Sale</u>	<b>*Pending Date:</b> _____		
<b>Agent Remarks:</b> _____			
_____			
<b>Sold Information:</b>			
<b>*COE/End Date:</b> _____ / _____ / _____	<b>*Selling Price:</b> \$ _____		
<table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> <b>Selling Terms</b>  <input type="checkbox"/> Standard Sale                      <input type="checkbox"/> Real Estate Owned  <input type="checkbox"/> Assumed                                <input type="checkbox"/> Short Payoff  <input type="checkbox"/> Auction                                   <input type="checkbox"/> Seller Financing  <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                 </td> <td style="width:50%; vertical-align: top;"> <b>*Financing Type:</b>  <input type="checkbox"/> All Inclusive Trust Deed            <input type="checkbox"/> Owner Carried  <input type="checkbox"/> Assumed                                 <input type="checkbox"/> Private  <input type="checkbox"/> Cal Vet                                   <input type="checkbox"/> VA LOan  <input type="checkbox"/> Cash                                       <input type="checkbox"/> See Remarks  <input type="checkbox"/> Contract  <input type="checkbox"/> Conventional  <input type="checkbox"/> FHA Loan                 </td> </tr> </table>		<b>Selling Terms</b> <input type="checkbox"/> Standard Sale <input type="checkbox"/> Real Estate Owned <input type="checkbox"/> Assumed <input type="checkbox"/> Short Payoff <input type="checkbox"/> Auction <input type="checkbox"/> Seller Financing <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	<b>*Financing Type:</b> <input type="checkbox"/> All Inclusive Trust Deed <input type="checkbox"/> Owner Carried <input type="checkbox"/> Assumed <input type="checkbox"/> Private <input type="checkbox"/> Cal Vet <input type="checkbox"/> VA LOan <input type="checkbox"/> Cash <input type="checkbox"/> See Remarks <input type="checkbox"/> Contract <input type="checkbox"/> Conventional <input type="checkbox"/> FHA Loan
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<b>*Concessions Amount:</b> _____	<b>*Concessions Comments:</b> _____		
<b>*Selling Agent User ID:</b> _____	<b>Co-Selling Agent User ID:</b> _____		

<b>Required For Out of Area Selling and Co-Selling Agent Information Only</b>		
<b>Selling Agent/Office Information:</b>		
<b>First Name:</b> _____	<b>Last Name:</b> _____	<b>Office Name:</b> _____
<b>DRE License Number:</b> _____		
<b>Co-Selling Agent/Office Information:</b>		
<b>First Name:</b> _____	<b>Last Name:</b> _____	<b>Office Name:</b> _____
<b>DRE License Number:</b> _____		

Listing Number: \_\_\_\_\_

Listing Address: \_\_\_\_\_

Agent Cell #: \_\_\_\_\_ Agent Email: \_\_\_\_\_

**Return completed form to**  
**Lake County Association of Realtors**  
**Attention: Teresa Hoffman-Singh**  
 Email: [teresah@lcaor.com](mailto:teresah@lcaor.com), Fax: (707) 263-9310