

**CHANGE AND/OR CORRECTION TO AN MLS® LISTING THAT HAS BEEN
REPORTED SOLD**

TO: _____ FAX #: _____

FROM: _____

RE -MLS® #: _____ DATE: _____

PROPERTY ADDRESS: _____

Please complete the following when requesting a change and/or a correction to an MLS® Listing that has Sold with A REASON for the change.

Policy P-103

Following the Reported date of closing, any information that appeared in the MLS® Listing will be changed upon request.

Before any changes occur a written direction under the signature of the signing authority (Broker of Record/Manager) of the Listing Brokerage must be received with a specific request and reasons for the change. The request will be date stamped, assigned a document number by the TREB offices and signed off by the CEO or Staff Director responsible for the Department.

On the basis of the signed authority, and under the authorized TREB signature, staff will edit the data. The edits will be very distinctive and indicate the changed item on the historical listing data. In addition, a distinction shall be permanently displayed on the listing itemizing the edit and date of the edit (e.g. "price was changed from \$144,000 to \$184,000 on May 14, 2005") and a reference to the numbered document authorizing the edit which will be kept on file at TREB for no less than three (3) years. The distinctions made will be in consultation with an MLS® provider as to what is feasible.

No other changes will be made in the historical data.

**NOTE: THERE WILL BE A FEE OF \$50 + HST CHARGED TO THE LISTING BROKERAGE IF
THE REQUEST IS RECEIVED SEVEN BUSINESS DAYS PAST THE REPORTED SOLD DATE
WITH THE EXCEPTION OF CHANGING THE CLOSING DATE OR SOLD PRICE**

→ Please e-mail request to soldchanges@trebnet.com

→ Listing Broker of Record/Manager Name and Brokerage (Please Print)

→ Signature: Listing Broker of Record/Manager

→ TREB Authorization, Edit & Date of Edit (For Office Use Only)