

# Change Order Form

COAR, 2112 NE 4<sup>th</sup> Street, Bend OR 97701  
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If sending to COAR, please send the executed change order to the Central Oregon Association of REALTORS® to the attention of Candace Beltz at [candace@coar.com](mailto:candace@coar.com).

MLS#	Listing Type:	Date:
Address:		Owner:
Listed Price:	Listing Office:	
Listing Agent:		Listing Agent ID:

**SALES INFORMATION:**

The following information must be completed on sold listings. If the listing is not currently in the system, complete and attach the Property Data Form. (Listing date should be date property was first placed on market for sale).

<input type="checkbox"/> Pending Sale <input type="checkbox"/> Contingent Bumpable <input type="checkbox"/> Short Sale Bring Backups <input type="checkbox"/> Sold <input type="checkbox"/> Sale Failed  Reactivate listing: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Type of Financing:</b> <input type="checkbox"/> Cash <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Trade/Exchange <input type="checkbox"/> Leased <input type="checkbox"/> Conventional <input type="checkbox"/> FMHA <input type="checkbox"/> Assumed <input type="checkbox"/> Owner Finance <input type="checkbox"/> Other	Pending Date: _____  Listing Price: _____  Selling Price: _____  Seller Concessions: _____  Selling Office Code: _____  Selling Agent ID: _____  Date Closed: _____
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**STATUS CHANGES:**

<b>Withdrawn/Termination</b>  <input type="checkbox"/> Withdrawn (off market still under contract) <input type="checkbox"/> Terminated (no contract)  Date of Action: _____	<b>Listing Extension</b>  Present Expire Date: _____  Extend Date to: _____  New Price: _____
<b>Delete this Information:</b> _____ _____ _____ _____ _____ _____ _____ _____	<b>Add this Information:</b> _____ _____ _____ _____ _____ _____ _____ _____

Designated Participant/REALTOR® Initials: _____	Date: _____
Owner(s) Signature: _____	Date: _____