

Submitted by	_____
Entered by	_____
Date Received	_____
Date Entered	_____
MLS #	_____
Listing Date	_____
Expiration Date	_____



Keystone Change of Status Profile Sheet

*Bolded Items are required

Listing Status	
ACTIVE (See #1 below)	SOLD (See #6 below)
CONT/NO KO (See #2 below)	EXPIRED (See #7 below)
CONT/KO (See #3 below)	WITHDRN (see #8 below)
APP REG (See #4 below)	RENTED (See #9 below)
CONTRACT (See #5 below)	TEMPOFF (See #10 below)

#1 ACTIVE - No additional information is needed to change the listing's status to ACTIVE.

#2 CONT/NO KO (Contingent with No Kickout Clause)

Contract Date (mm/dd/yyyy)	Type of Contingency		
	<input type="checkbox"/> Home Inspection	<input type="checkbox"/> Document Review	<input type="checkbox"/> Feasibility Study
	<input type="checkbox"/> Radon	<input type="checkbox"/> Gift Letter	<input type="checkbox"/> Taking Backups
Kickout Hours	<input type="checkbox"/> Prelim Lender Letter	<input type="checkbox"/> Coop Board Approval	<input type="checkbox"/> Home Sale
	<input type="checkbox"/> 3rd Party Approval	<input type="checkbox"/> Other	<input type="checkbox"/> Zoning Appr

#3 CONT/KO (Contingent with Kickout Clause)

Contract Date (mm/dd/yyyy)	Type of Contingency		
	<input type="checkbox"/> Home Inspection	<input type="checkbox"/> Document Review	<input type="checkbox"/> Feasibility Study
	<input type="checkbox"/> Radon	<input type="checkbox"/> Gift Letter	<input type="checkbox"/> Taking Backups
Kickout Hours	<input type="checkbox"/> Prelim Lender Letter	<input type="checkbox"/> Coop Board Approval	<input type="checkbox"/> Home Sale
	<input type="checkbox"/> 3rd Party Approval	<input type="checkbox"/> Other	<input type="checkbox"/> Zoning Appr

#4 APP REG - No additional information is needed to change the listing's status to APP REG.

#5 CONTRACT (Under Contract)

Selling/Leasing Agent ID#	Type of Selling/Renting Agency		
	<input type="checkbox"/> Buyer Agency	<input type="checkbox"/> Landlord Subagency	<input type="checkbox"/> Seller Subagency
Close Date/Off Market Date	<input type="checkbox"/> Designated Representative	<input type="checkbox"/> Seller Agency	<input type="checkbox"/> Tenant Agency
	<input type="checkbox"/> Disclosed Dual Agency		

#6 SOLD

Contract Date (mm/dd/yyyy)	Loan Type 1st Trust		
	<input type="checkbox"/> Assumption	<input type="checkbox"/> Other	<input type="checkbox"/> State/Local Gov't Prog
	<input type="checkbox"/> Cash	<input type="checkbox"/> Owner	<input type="checkbox"/> Tax Deferred Exchange
Y N	<input type="checkbox"/> Conventional	<input type="checkbox"/> Owner 2nd	<input type="checkbox"/> Unknown
	<input type="checkbox"/> FHA	<input type="checkbox"/> Private	<input type="checkbox"/> VA
	<input type="checkbox"/> Government Bond	Loan Amount 1st Trust: \$	

Seller Subsidy

Seller Subsidy	Loan Type 2nd Trust		
	<input type="checkbox"/> Assumption	<input type="checkbox"/> Other	<input type="checkbox"/> State/Local Gov't Prog
	<input type="checkbox"/> Cash	<input type="checkbox"/> Owner	<input type="checkbox"/> Unknown
Close Date/Off Market Date	<input type="checkbox"/> Conventional	<input type="checkbox"/> Private	<input type="checkbox"/> VA
	<input type="checkbox"/> FHA	Loan Amount 2nd Trust: \$	

Type of Selling/Renting Agency

Sold/Rented Price	<input type="checkbox"/> Buyer Agency	<input type="checkbox"/> Landlord Subagency	<input type="checkbox"/> Seller Subagency
	<input type="checkbox"/> Designated Representative	<input type="checkbox"/> Seller Agency	<input type="checkbox"/> Tenant Agency
	<input type="checkbox"/> Disclosed Dual Agency		

#7 EXPIRED - Listing automatically expire at 12:00 AM on the designated expiration date. No additional information is needed to change the listing's status to EXPIRED.

#8 WITHDRAWN - Once the listing status equals WITHDRN the Close Date/Off Market Date will automatically show the date the status was changed. No additional information is needed to change the listing's status to WITHDRN.

#9 - RENTED

Contract Date (mm/dd/yyyy)	Type of Selling/Renting Agency		
	<input type="checkbox"/> Buyer Agency	<input type="checkbox"/> Landlord Subagency	<input type="checkbox"/> Seller Subagency
	<input type="checkbox"/> Designated Representative	<input type="checkbox"/> Seller Agency	<input type="checkbox"/> Tenant Agency
Selling/Leasing Agent ID#	<input type="checkbox"/> Disclosed Dual Agency		
Close Date/Off Market Date	Sold/Rented Price	Lease Term	Listing Date

#10 - TEMPOFF (Temporarily Off the Market) - Once the listing status equals TEMPOFF the Close Date/Off Market Date will automatically show the date the status was changed. No additional information is needed to change the listing's status to TEMPOFF.