



Withdrawal or Expiration

There appears to be some confusion as to which is the correct form to use. The following information should be of some help:

A “Multiple Listing Withdrawal” form is used when the homeowner wishes to have their home withdrawn from the market; **however, it is still listed and should expire on its original expiration date.** (This listing cannot be relisted with another company). There is a space on the form for the expiration date to be filled in. The **original expiration date** from the listing contract should be written in. When modifying the listing in the computer, a “**W**” is inserted in the status field. If you are changing the expiration date to the current date, then you are technically expiring the listing. If this is the case, a “Mutual Termination of Multiple Listing Contract” form should be used.

A “Mutual Termination of Multiple Listing Contract” form is used when the homeowner wishes to take their home off the market completely. The intent is to expire the listing contract. It is also the form necessary if the homeowner is planning on listing with another company. On the form there is a space for the expiration date to be filled in. The current date (or date being used to expire the listing) should be written in. When modifying the listing in the computer, an “**X**” is inserted in the status field. Since you are no longer able to modify the expiration date and it is a locked field, the BNAR staff will modify it when you send or fax in the form.

Both of these forms are available in Instanet. If you have any questions, call the Association office at 636-9000 and ask for Pam, Carol, or Annette.