



BSRE

Business Services for Real Estate, Inc.

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Residential & Commercial Real Estate Forms Catalog & Resource Guide

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BSRE

Business Services for Real Estate, Inc.

2008 Standard Forms Catalog & Resource Guide Table of Contents

STANDARD FORMS POLICIES vii

OTHER PAR RESOURCES viii

SECTION A - AGREEMENTS OF SALE

A/S-R **Standard Agreement for the Sale of Real Estate** A-1
All-inclusive residential agreement of sale. Contains most commonly used clauses and addenda.

A/S-VL **Standard Agreement for the Sale of Vacant Land** A-20
For use when property being sold is vacant land.

A/S-NC **Standard Agreement for the Sale of New Construction** A-33
For use when property being sold will be developed for new construction.

A/S-MH **Standard Agreement for the Sale of a Mobile/Manufactured Home** A-45
For use when property being sold is a mobile/manufactured home.

SECTION B - AGREEMENT OF SALE GUIDES

GDE **Guidelines for Preparation & Use** B-1
Designed to help brokers and agents understand and complete the Standard Agreement of Sale (A/S-R). Contains instructions and tips for use.

CG **Consumer's Guide to the Agreement of Sale** B-2
Designed to help consumers navigate the Standard Agreement of Sale. Intended to be given to consumers by REALTORS®, contains a sample of the 8-page Agreement.

SECTION C - AGREEMENT OF SALE CONTINGENCY FORMS

ACA **Appraisal Contingency Addendum to Agreement of Sale**C-1
Makes Agreement of Sale contingent on appraised property value.

SSP **Sale & Settlement of Other Property Contingency** C-2
Makes Agreement of Sale contingent on Buyer selling Buyer's property. Gives Seller an opportunity to approve offers Buyer gets on Buyer's property.

SSP-CM **Sale & Settlement of Other Property Contingency (with right to continue marketing)** C-2
Seller has the right to continue marketing property after accepting an offer contingent on the sale of Buyer's home. First offer automatically terminates upon acceptance of a second offer.

SOP **Settlement of Other Property Contingency Addendum to Agreement of Sale** C-3
Makes Agreement of Sale contingent on settlement of Buyer's property.

SRA **Seller's Reply to Proposed Agreement of Sale for Buyer's Property** C-3
To be used when Sale and Settlement of Other Property Contingency Addenda are used.

TOP **Tenant Occupied Property Addendum to Agreement of Sale** C-4
Use when the leases for a tenant-occupied property are unavailable at the time the Agreement of Sale is drawn up. The offer becomes contingent on the buyer reviewing the written leases and memoranda of all oral leases for the tenant-occupied property.

ZA **Zoning Approval Contingency Addendum to Agreement of Sale** C-5
Makes Buyer's offer to purchase contingent on Buyer getting zoning approval (or variance, non-conforming use, or special exception) for the proposed use of the property.

SECTION D - ADDENDA/ENDORSEMENTS TO AGREEMENTS OF SALE

ASA, ASA-L	Addendum/Endorsement to Agreement of Sale	D-1
	Blank multi-part addendum available in short and long sizes.	
BDA	Broker's Disclosure Addendum to Agreement of Sale	D-2
	Complies with the Real Estate Licensing and Registration Act. Designed to provide additional language when an agreement of sale lacks required clauses.	
CTA	Change in Terms Addendum to Agreement of Sale	D-4
	Used to make changes to terms of the Agreement of Sale.	
LPA	Lead Paint Addendum to Agreement of Sale	D-5
	Mandatory for use with all properties built before 1978.	
CC	Contingency/Inspection Checklist for Agreement of Sale	D-7
	A checklist for licensees to help ensure deadlines imposed by the Agreement of Sale are met.	
PRE	Pre-Settlement Possession Addendum to Agreement of Sale	D-8
	Provides for Buyer to occupy the Property before settlement.	
POS	Post-Settlement Possession Addendum to Agreement of Sale	D-10
	Provides for Seller to occupy the Property after settlement.	
RR	Reply to Inspections/Reports	D-11
	Provides follow-up language to inspection contingencies found in the Agreement of Sale.	
CAS	Compensation Addendum to Agreement of Sale	D-12
	Provides for negotiation between buyer and seller for seller to pay some or all of a broker's fee owed by buyer.	
REL	Agreement of Sale Release	D-13
	Releases Buyer and Seller from the obligations of the Agreement of Sale.	
SRP	Seller's Reply to Purchase Offer	D-13
	Seller's notice to Buyer of acceptance or rejection of offer to purchase.	
TER	Notice of Termination of Agreement of Sale	D-14
	For use in terminating the Agreement of Sale, includes Release and Deposit Monies Form (REL)	
PEA	Price Escalation Addendum to Agreement of Sale	D-15
	Allows Buyer to automatically increase their purchase price in an offer by a set increment and up to a set maximum amount when there are competing offers for a property.	
SHS	Short Sale Addendum to Agreement of Sale	D-16
	The Buyer or Seller should submit the SHS with the Agreement of Sale to convey any changes in terms or conditions that will apply to the Agreement in light of the transaction being a Short Sale.	

SECTION E - EMPLOYMENT/COMPENSATION FORMS

BR	Business Relationship	E-1
	Satisfies requirements of Act 112 when working with buyers as a buyer's agent, a subagent, or a transaction licensee. Includes a buyer agency contract (for buyer's agents) and a disclosure notice (for subagents and transaction licensees). Plain Language* approved.	
NBA	Non-Exclusive Buyer Agency	E-4
	Used to establish a non-exclusive buyer agency agreement. Can also be used to serve as a written memorandum of the terms of an oral agreement.	
XLS	Listing Contract	E-6
	Exclusive right to sell residential property. Plain Language* approved.	
XLR	Listing for Lease of Real Estate	E-10
	Listing contract for rent. Plain Language* approved.	
CBC	Cooperating Broker Compensation Letter	E-14
	Provides for the Buyer Agent, Transaction Licensee, or the Subagent for Seller to be paid by the Listing Broker.	
BFA	Broker's Fee Agreement (for properties not listed with a broker)	E-15
	Use when working as a Buyer Agent or a Transaction Licensee in a For Sale By Owner transaction.	
SSL	Short Sale Addendum to Listing Contract	E-16
	Is designed to help the Listing Broker get more information about the Seller's financial situation and to explain the Short Sale process to the Seller.	

SECTION F - EMPLOYMENT FORMS ADDENDA/ENDORSEMENTS

CLC	Change to Listing Contract	F-1
	Use when extending the ending date of the listing contract, changing the listed price, adding/removing designated agents, or modifying other terms of the contract. Plain Language* approved.	
CBA	Change to Buyer Agency Contract	F-1

SA	Use when extending the ending date of the buyer agency contract, adding/removing designated agents, or modifying other terms of the contract. Plain Language* approved. Single Agency Addendum to BR & XLS	F-2
	Amends the Listing and Buyer Agency Contracts for brokers whose office policy is single agency or whose office policy does not allow the same designated agent to represent both the buyer and the seller as a dual agent.	
CSF	Consumer Services Fee Addendum to BR & XLS	F-2
	When used in conjunction with the BR or the XLS, fulfills the Act 112 requirement that certain items must be disclosed whenever a licensee charges a fee to a consumer.	
VLA	Vacant Land Addendum to Listing Contract	
	Use an an addendum to the Listing Contract when listing vacant land.	F-3
XLS-A	Property Description Sheet	F-4
	Detailed property description for non-members of an MLS. Use with Listing Contract (XLS).	
XLR-A	Property Description Sheet for Rental	F-6
	Detailed property description sheet for rental to be used with Listing for Rent Contract (XLR).	

SECTION G - DISCLOSURE FORMS

CN	Consumer Notice	G-1
	Drafted by the State Real Estate Commission, this notice must be provided to the consumer at the first contact where a substantive discussion about real estate occurs.	
SCN	Spanish Consumer Notice	G-3
CNT	Consumer Notice for Tenants	G-5
	Used for residential or commercial property for rental only.	
DFI	Disclosure of Financial Interest	G-5
	Fulfills the Act 112 requirement that a licensee must disclose any financial interest that the licensee or an affiliated licensee has in any service provided to the consumer by any other person.	
SPD	Seller’s Property Disclosure Statement	G-6
	Complies with Real Estate Seller Disclosure Act. Seller’s disclosure of known defects and conditions of the Property.	

SECTION H - LANDLORD/TENANT FORMS

LR	Residential Lease	H-1
	Plain Language* approved residential lease.	
RA	Rental Application	H-8
	Consumer Notice for Tenants at top. If a Broker will be holding deposit money or other “advance payments,” consider using the Advance Payment Addendum (Form APA) as well.	
APA	Advanced Payment Addendum to Rental Application	H-12
	If deposits and other “advance payments” made by prospective tenants are being held by a Broker, certain provisions of RELRA and the Landlord-Tenant Act apply. Use this form to help comply with the relevant statutes and regulations.	
PAL	Pet Addendum to Residential Lease	H-13

SECTION I - COMMERCIAL FORMS

A/S-C	Agreement for the Sale of Commercial Real Estate	I-1
RUA	Residential Use Addendum to Commercial Agreement of Sale	I-10
	Use when transferring 1-4 residential dwelling units as part of a “commercial” transaction. This form contains provisions for lead-based paint hazards, seller’s disclosure, home inspection and radon.	
BR-C	Exclusive Buyer/Tenant Agency Agreement - Commercial	I-14
	Used to create a buyer/tenant agency agreement with a commercial client. Contains provisions specific to a commercial transaction.	
XLS-C	Listing for Sale of Commercial Real Estate	I-17
CPI	Commercial Property Information Sheet	I-22
LC1	Non-Residential Lease — Part 1	I-28
	Use for lease of commercial properties in conjunction with L-2C (below).	
L-2C	Non-Residential Lease — Part 2	I-30
	Use in conjunction with LC1 for lease of commercial properties.	

SECTION J - MISCELLANEOUS FORMS

HIC	Pennsylvania Home Inspector Compliance Statement	J-1
	Used to verify association membership of a Home Inspector under the Home Inspection Law.	

BFI	Buyer's Financial Information	J-2
DMN	Deposit Money: Notice to Prospective Buyer	J-4
	Prior to delivery to Listing Broker; required by §35.321 of the Licensing Regulations.	
ROD	Receipt of Documents	J-4
SSA	Social Security Number Authorization	J-5
	Use to collect Consumer's Social Security Number for use in Real Estate transactions.	
BEC	Buyer's Estimated Costs and Deposit Money Notice	J-6
	Used to provide a good faith estimate of costs at closing to buyer. Includes Deposit Money Notice to Prospective Buyer (Form DMN).	
SEC	Seller's Estimated Closing Costs	J-7
ESC	Escrow Agreement	J-8
	For use when money must be placed in escrow in order to proceed with settlement because inspections, repairs, or other requirements will be finalized at a date later than settlement.	
ATM	Agreement to Mediate	J-10
	To be used if the DRS mediation clause was not agreed to by the parties when they signed the Agreement of Sale (clause is a part of the Agreement of Sale). This form must be used with the DRS Brochure.	
NPS	Notice of Property Settlement	J-11
RMP	Request for Mortgage Pay-Off Statement	J-11
ICA	Broker/Salesperson Independent Contractor Agreement	J-12
LPB	Protect Your Family from Lead In Your Home	J-14
	The EPA developed this pamphlet, required by the Residential Lead-Based Paint Hazard Reduction Act of 1992. Use in all transactions (lease or sale) involving properties built before 1978. PAR Residential Lease (LR) and the Agreement of Sale (A/S-R) fulfill the rest of the Act's requirements.	
MMB	A Brief Guide to Mold, Moisture, and Your Home	J-15
	EPA produced booklet covering mold and indoor air quality issues.	
DRS	Dispute Resolution System Brochure (DRS)	J-16
	Rules and Regulations of Mediation. The rules that must be given to Buyer and Seller are contained in the Agreement of Sale. Use this brochure with Agreement to Mediate (Form ATM) or as separate informational piece about DRS.	
NSS	Notification to Buyer of a Potential Short Sale	J-17
	Is designed to be used as notification to the Buyer that a particular transaction may result in a Short Sale. Included in this form are some of the aspects of a Short Sale about which a potential Buyer or Seller should be aware.	
INDEX BY FORM NUMBER/ABBREVIATION		viii
INDEX BY FORM NAME		ix

* *Plain Language*: In the opinion of the Office of the Attorney General, a pre-approved consumer contract meets the Test of Readability under 73 P.S. Section 2205 of the Plain Language Consumer Contract Act. Pre-approval of a consumer contract by the Office of the Attorney General only means that simple, understandable, and easily readable language is used. It is not an approval of the contents or legality of the contract.

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INDEX BY FORM NUMBER/ABBREVIATION

ACA	Appraisal Contingency Addendum to Agreement of Sale	C-1
APA	Advanced Payment Addendum to Rental Application	H-10
ASA/ASA-L	Addendum/Endorsement to Agreement of Sale (short/long)	D-1
A/S-R	Standard Agreement for the Sale of Real Estate	A-1
A/S-C	Standard Agreement for the Sale of Commercial Real Estate	I-1
A/S-MH	Standard Agreement for the Sale of Mobile/Manufactured Home	A-45
A/S-NC	Standard Agreement for the Sale of New Construction	A-33
A/S-VL	Standard Agreement for the Sale of Vacant Land.....	A-20
ATM	Agreement to Mediate.....	J-10
BDA	Broker's Disclosure Addendum to Agreement of Sale	D-2
BEC	Buyer's Estimated Costs and Deposit Money Notice.....	J-6
BFA	Broker's Fee Agreement.....	E-15
BFI	Buyer's Financial Information	J-2
BR	Business Relationship Agreement	E-1
BR-C	Exclusive Buyer/Tenant Agency Agreement - Commercial	I-14
CAS	Compensation Addendum to Agreement of Sale	D-12
CBA	Change to Buyer Agency Contract	F-1
CC	Contingency/Inspection Checklist for Agreement of Sale	D-7
CBC	Cooperating Broker Compensation Letter	E-14
CLC	Change to Listing Contract	F-1
CG	Consumer's Guide to the Agreement of Sale	B-2
CN	Consumer Notice	G-1
CNT	Consumer Notice for Tenants	G-5
CPI	Commercial Property Information Sheet	I-20
CSF	Consumer Services Fee Addendum to BR & XLS	F-2
CTA	Change in Terms Addendum to Agreement of Sale	D-4
DFI	Disclosure of Financial Information.....	G-5
DMN	Deposit Money: Notice to Prospective Buyer	J-4
DRS	Dispute Resolution System Brochure	J-16
ESC	Escrow Agreement.....	J-8
GDE	Guidelines for Preparation & Use of the Agreement of Sale	B-1
HIC	Pennsylvania Home Inspector Compliance Statement	J-1
ICA	Independent Contractor Agreement	J-12
LC1	Non-Residential Lease Part 1	I-26
L-2C	Non-Residential Lease Part 2	I-28
LPA	Lead Paint Addendum to Agreement of Sale.....	D-5
LPB	<i>Protect Your Family from Lead in Your Home</i> (Lead Paint Poisoning Brochure)	J-14
LR	Residential Lease	H-1
NBA	Non-Exclusive Buyer Agency.....	E-4
NPS	Notice of Property Settlement	J-11
NSS	Notification to Buyer of a Potential Short Sale	J-17
PAL	Pet Addendum to Residential Lease	H-11
PEA	Price Escalation Addendum to Agreement of Sale.....	D-15
POS	Post-Settlement Possession Addendum to Agreement of Sale	D-10
PRE	Pre-Settlement Possession Addendum to Agreement of Sale	D-8
RA	Rental Application	H-6
REL	Agreement of Sale Release.....	D-13
ROD	Receipt of Documents	J-4
RR	Reply to Inspections/Reports.....	D-11
RMP	Request for Mortgage Pay-Off Statement	J-11
RUA	Residential Use Addendum to Commercial Agreement of Sale	I-10
SA	Single Agency Addendum to BR & XLS	F-2
SCN	Spanish Consumer Notice	G-3
SEC	Seller's Estimated Closing Costs	J-7
SHS	Short Sale Addendum to Agreement of Sale	D-16
SOP	Settlement of Other Property Contingency Addendum to Agreement of Sale.....	C-3
SPD	Seller's Property Disclosure Statement	G-6
SRA	Seller's Reply to Proposed Agreement of Sale for Buyer's Property	C-3
SRP	Seller's Reply to Purchase Offer.....	D-13
SSA	Social Security Authorization Form	J-5
SSL	Short Sale Addendum to Listing Contract	E-17
SSP	Sale and Settlement of Other Property Contingency	C-2
SSP-CM	Sale and Settlement of Other Property Contingency (with right to continue marketing)	C-2
TER	Notice of Termination of Agreement of Sale	D-14
TOP	Tenant Occupied Property Addendum to Agreement of Sale	C-4
XLR	Listing Contract for Lease of Real Estate	E-10
XLR-A	Property Description Sheet for Rental	F-6
XLS	Listing Contract	E-6
XLS-A	Property Description Sheet	F-4
XLS-C	Listing for Sale of Commercial Real Estate	I-15
VLA	Vacant Land Addendum to Listing Contract	F-3
ZA	Zoning Approval Contingency Addendum to Agreement of Sale.....	C-5

INDEX BY FORM NAME

Addendum/Endorsement to Agreement of Sale (short/long) (ASA/ASA-L)	D-1
Advanced Payment Addendum to Rental Application (APA)	H-10
Agreement of Sale Release (REL)	D-13
Agreement to Mediate (ATM)	J-10
Appraisal Contingency Addendum to Agreement of Sale (ACA)	C-1
Broker's Disclosure Addendum to Agreement of Sale (BDA)	D-2
Broker's Fee Agreement (BFA)	E-15
Business Relationship Agreement (BR)	E-1
Buyer's Estimated Costs and Deposit Money Notice (BEC)	J-6
Buyer's Financial Information (BFI)	J-14
Buyer/Tenant Agency Agreement - Commercial (BR-C)	I-14
Change in Terms Addendum to Agreement of Sale (CTA)	D-4
Change to Buyer Agency Contract (103BB/CBA)	F-1
Change to Listing Contract (CLC)	F-1
Commercial Property Information Sheet (CPI)	I-20
Compensation Addendum to Agreement of Sale (CAS)	D-12
Consumer's Guide to Agreement of Sale (CG)	B-2
Consumer Notice for Tenants (CNT)	G-5
Consumer Notice (CN)	G-1
Consumer Services Fee Addendum to BR & XLS (CSF)	F-2
Contingency/Inspection Checklist for Agreement of Sale (CC)	D-7
Cooperating Broker Compensation Letter (CBC)	E-14
Deposit Money: Notice to Prospective Buyer (DMN)	J-4
Disclosure of Financial Information (DFI)	G-5
Dispute Resolution System Brochure (DRS)	J-16
Escrow Agreement(ESC)	J-8
Guidelines for Preparation & Use of the Agreement of Sale (GDE)	B-1
Independent Contractor Agreement (ICA)	J-12
Lead Paint Addendum to Agreement of Sale (LPA)	D-5
Listing Contract for Lease of Real Estate (XLR)	F10
Listing Contract (XLS)	E-6
Listing for Sale of Commercial Real Estate (XLS-C)	I-15
Non-Exclusive Buyer Agency (NBA)	E-4
Non-Residential Lease Part 1 (LC1)	I-26
Non-Residential Lease Part 2 (L-2C)	I-28
Notice of Property Settlement (NPS)	J-11
Notice of Termination of Agreement of Sale (TER)	D-14
Notification to Buyer of a Potential Short Sale	J-17
Pennsylvania Home Inspector Compliance Statement (HIC)	J-1
Pet Addendum to Residential Lease (PAL)	H-11
Post-Settlement Possession Addendum to Agreement of Sale (POS)	D-10
Pre-Settlement Possession Addendum to Agreement of Sale (PRE)	D-8
Price Escalation Addendum to Agreement of Sale	D-15
Property Description Sheet for Rental (XLR-A)	F-6
Property Description Sheet (XLS-A)	F-4
<i>Protect Your Family from Lead in Your Home</i> (LPB)	J-14
Receipt of Documents (ROD)	J-4
Rental Application (RA)	H-6
Reply to Inspection/Appraisal Reports (RR)	D-11
Request for Mortgage Pay-Off Statement(RMP)	J-11
Residential Lease (LR)	H-1
Residential Use Addendum to Commercial Agreement of Sale (RUA)	I-10
Sale and Settlement of Other Property Contingency (with right to continue marketing) (SSP-CM)	C-2
Sale and Settlement of Other Property Contingency (SSP)	C-2
Seller's Estimated Closing Costs (SEC)	J-7
Seller's Property Disclosure Statement (SPD)	G-6
Seller's Reply to Proposed Agreement of Sale for Buyer's Property (SRA)	C-3
Seller's Reply to Purchase Offer (SRP)	D-13
Settlement of Other Property Contingency Addendum to Agreement of Sale (SOP)	C-3
Short Sale Addendum to Agreement of Sale	D-16
Sale Addendum to Listing Contract	E-17
Single Agency Addendum to BR & XLS (SA)	F-2
Social Security Authorization Form (SSA)	J-5
Spanish Consumer Notice (SCN)	G-3
Standard Agreement for the Sale of Commercial Real Estate (A/S-C)	I-1
Standard Agreement for the Sale of Mobile/Manufactured Home (A/S-MH)	A-45
Standard Agreement for the Sale of New Construction (A/S-NC)	A-33
Standard Agreement for the Sale of Real Estate (A/S-R)	A-1
Standard Agreement for the Sale of Vacant Land (A/S-VL)	A-20
Tenant Occupied Property Addendum to Agreement of Sale (TOP)	C-4
Vacant Land Addendum to Listing Contract (VLA)	F-3
Zoning Approval Contingency Addendum to Agreement of Sale(ZA)	C-5