

## 2021 STANDARD FORMS REVISION SCHEDULE

(Note deadline to submit finalized forms to zipForm: March 1 for May release; Sept. 1 for Nov. release)

Form Name	Form #	Revision Date	Chair	Due Date	Target date for Member comment	Closest BOD Mtg	Planned Release Date	Priority
Blank Addendum	N/A	Revised: December 2017 <b>(Rev. 2/2011)</b>	Patrick					
Blank Amendment	N/A	Revised: August 2018	Patrick					
Exclusive Right-to-Sell Listing Contract	RR101	Revised: December 2017 <b>(Rev. 10/2016)</b>	Patti					Yes
Buyer Representation Contract (Exclusive Right to Represent)	RR104	Revised: December 2017 <b>(Rev. 10/2015)</b>	Patrick					Yes
Designated Agency Addendum	NEW FORM		John	<b>John to update SFC 2/10/21</b>				Working
Buyer-Buyer, Seller-Seller Dual Agency	NEW FORM		John	<b>John to update SFC 2/10/21</b>				Working
Dual Agency Consent Addendum	RR221	Revised: December 2017 <b>(Rev. 10/2016)</b>	John	<b>SFC review comments on 2/10/21</b>		2/25/2021	May. 2021	Working
Request for Documents	RR105b	Revised: December 2017 <b>(Rev. 12/2015)</b>	Phoebe					
Project Information Form – Condominium, Co-op, PUD, and Other Homeowner Organizations	RR105c	Revised: December 2017 <b>(4/2017)</b>	Patti					Yes
Document Receipt	RR226	Revised: December 2017 <b>(Rev. 2/2011)</b>	Phoebe					
Receipt of Project Information Form	RR108	Revised: December 2017 <b>(Rev. 4/2017)</b>	Patti					

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Seller's Real Property Disclosure Statement	RR109	Revised: December 2017 <b>(Rev. 7/2013)</b>	Sharon		<b>SFC to vote on final draft 2/10/21</b>	2/25/2021	May. 2021	Working
Receipt of Seller's Real Property Disclosure Statement	RR107	Revised: December 2017 <b>(2/2015)</b>	Sharon					
Short Sale Addendum to Exclusive Right-to-Sell Listing Contract	RR110	Revised: February 2018	John					
Distressed Property Addendum to Exclusive Right-to-Sell Listing Contract	RR111	Revised: December 2017 <b>(7/2012)</b>	John					
Distressed Property Addendum to Purchase Contract	RR222	Revised: December 2017 <b>(7/2017)</b>	John					
Purchase Contract	RR201	Revised: February 2019	Patrick					
Early Occupancy Agreement	RR202	Revised: April 2018	Roberta					
Post Closing Occupancy Contract	RR227	Revised: July 2018	Beth					
Agreement of Sale Addendum	RR203	Revised: December 2017 <b>(Rev. 1/2012; Rev. 7/2015 law change)</b>	Jeannie					Yes
Counter Offer	RR204	Revised: July 2019	Jeannie					
Plain Language Addendum	RR206	Revised: July 2019	Carol					
Extension of Scheduled Closing Date	RR207	Revised: February 2019	Carol					
Residential Leasehold Property Addendum	RR210	Revised: December 2017 <b>(1/2012)</b>	Patti					
Receipt for Residential Leasehold Property Disclosure	RR211	Revised: December 2017 <b>(Rev. 9/2008)</b>	Patti					
Action on Residential Leasehold Property Addendum	RR212	Revised: December 2017 <b>(Rev. 1/2012)</b>	Patti					

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"As Is" Condition Addendum	RR213	Revised: July 2018	Roberta					
Oceanfront Property Addendum	RR220	Revised: December 2018	Beth/Ayako					
Renewable Energy Act Addendum	RR306	Revised: December 2017 <b>(8/2013)</b>	Shimpei					
Purchase Money Mortgage Addendum	RR205	Revised: August 2018	Gary					
Short Sale Addendum to Purchase Contract	RR223	Revised: February 2018	Gary					
VA Financing Addendum	RR224	Revised: December 2017 <b>(4/2012)</b>	Gary					
FHA Addendum	RR225	Revised: July 2018	Gary					
Option Addendum	RR303	Revised: December 2017 <b>(7/2017)</b>	Gary					Yes
Rental Agreement	RR301	Revised: November 2020	Dusty	<b>Dusty present addl changes 2/10/21</b>	<b>2/19/21 or 4/2/21</b>	July 22 or Oct. 7	Nov. 2021 or 5/2022	Yes
Property Condition Form	RR302	Revised: February 2019	Dusty					
Vacating Instructions	RR304	Revised: December 2017 <b>(4/2015)</b>	Dusty					
Pet Addendum	RR305	Revised: December 2017 <b>(4/2015)</b>	Dusty					
Property Management Contract	RR307	Revised: December 2017 <b>(10/2016)</b>	Dusty					
Rental Application	RR308	Revised: December 2017 <b>(7/2017)</b>	Dusty					
Security Deposit Statement	RR403	Revised: December 2017 <b>(Rev. 7/2013)</b>	Dusty					
Service/Support Animal Addendum	NEW FORM		Dusty	<b>SFC review comments 2/10/21</b>		2/25/2021	May. 2021	Working

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Cooperating Brokerage Firm's Separate Contract	RR214	Revised: December 2017 <b>(2/2016)</b>	Roberta					Yes
Independent Contractor Agreement for Real Estate Agents	RR401	Revised: December 2017 <b>(10/2017)</b>	Tony					Yes
Referral Fee Contract	RR404	Revised: December 2017 <b>(12/2015)</b>	Tony					
Commercial Real Property Purchase and Sale Agreement (PSA)	RR501	Revised: December 2017 <b>(Rev. 7/2013; admin corection by CCIM rev. 2/2014)</b>	Jeannie					
Commercial Cooperating Brokerage Firm's Separate Agreement	RR502	Revised: December 2017 <b>(Rev. 12/2005)</b>	Jeannie					
Commercial Real Property Counter Offer	RR503	Revised: December 2017 <b>(7/2013)</b>	Jeannie					
Commercial Existing "As Is" Condition Addendum	RR504	Revised: December 2017 <b>(7/2013)</b>	Jeannie					
Commercial Lease (Multi-Tenant Lease)	RR505	Revised: December 2017 <b>(6/2014)</b>	Jeannie					
Addendum to Commercial Lease (Multi-Tenant): Exhibit C – Rules and Regulations	RR506	Revised: December 2017 <b>(6/2014)</b>	Jeannie					
Addendum to Commercial Lease (Multi-Tenant Lease): Exhibit D – Work Letter	RR507	Revised: December 2017 <b>(6/2014)</b>	Jeannie					
Addendum to Commercial Lease (Multi-Tenant Lease): Exhibit F – Option(s) to Extend	RR508	Revised: December 2017 <b>(6/2014)</b>	Jeannie					

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Addendum to Commercial Lease (Multi-Tenant Lease): Exhibit G – Guarantee of Lease	RR509	Revised: December 2017 (6/2014)	Jeannie					
Addendum to Commercial Lease (Multi-Tenant Lease): Exhibit H – Percentage Rent	RR510	Revised: December 2017 (rev. 6/2014)	Jeannie					
Coronavirus (COVID-19) Notice		Created August 2020						
COVID-19 Amendment/Addendum		Created March 2020						
Unseen Addendum			Requested by RAM - 1/21/21 SFC decided to research					
1031 Exchange Addendum	NEW FORM		Jeannie					Yes
Back up Offer Addendum	NEW FORM		Phoebe					Yes

Rev. 1/28/2021

**Year and # of forms revised:**

- 2005 – 1
- 2008 – 1
- 2011 – 2
- 2012 – 4
- 2013 – 5
- 2014 – 7
- 2015 – 7
- 2016 – 4
- 2017 – 6
- 2018 – 9
- 2019 – 5
- 2020 – 3

TOTAL = 54 FORMS