

The Importance of forms

TEMPLATES

WHAT IS A FORMS TEMPLATE?

A group of forms that you categorized together based the type of client you are representing; buyer, seller, landlord, etc. They are already filled with data that doesn't change from file to file, such as your name, brokerage, and license number.

WHY SHOULD I CREATE FORMS TEMPLATES?

Create templates for the typical transactions knowing you can adjust them as special properties come along. This will save you countless hours, limit dual entry, and help you get your contracts signed faster. When you are in a pinch and need to get a contract sent asap - your templates will be your go-to!

HOW CAN I DOWNLOAD / PRINT A DOCUMENT IN A TEMPLATE?

1. Log into SkySlope.
2. Click on **Apps** on the top right of the screen, then click on **Forms**.
3. On the top left of the screen click **Templates**. Click the template of your choice, or simply click **Create a Template**.
4. On the bottom left of the screen click **Add Forms**.
5. Search for the name of the form you need. Once you find it, click on the name of it. Once the form pulls up, click Download or Print on the top right of the screen.

Here are cheat sheets you may find handy when creating your templates or downloading forms!





North Carolina Templates

BUYER REPRESENTATION

Buyer Only

- Working With Real Estate Agents Disclosure (Buyer) (NCREC) 161 - NCR
- Exclusive Buyer Agency Agreement 201 - NCR
- Professional Services Disclosure and Election (Buyer) 585 - NCR
- Affiliated Business Arrangement Disclosure Statement – RE/MAX Executive Realty
- Offer to Purchase & Contract 2-T - NCR
- Questions and Answers on: Home Inspections 751 - NCR

Dual Agency

- Working With Real Estate Agents Disclosure (Buyer Version) - 261
- Exclusive Buyer Agency Agreement –201
- Affiliated Business Arrangement Disclosure Statement – RE/MAX Executive form
- Offer to Purchase & Contract –2-T

SELLER REPRESENTATION

Seller Only

- Working With Real Estate Agents Disclosure (Seller) (NCREC) 161 - NCR
- Exclusive Right to Sell Listing Agreement 101 - NCR
- Residential Property & Owner's Association Disclosure Statement 140 - NCR
- Mineral & Oil & Gas Rights Mandatory Disclosure Statement 141 (Seller) - NCR
- Lead-Based Paint or Lead-Based Paint Hazard Addendum 2A9-T - NCR
- Offer to Purchase and Contract 2-T - NCR
- Professional Services Disclosure and Election 760 - Seller - NCR
- Questions and Answers on: Home Inspection 751 - NCR

**Add additional forms to any template when applicable.*



South Carolina Templates

BUYER REPRESENTATION

Buyer Only

- South Carolina Disclosure of Real Estate Brokerage Relationships – 110
- Affiliated Business Arrangement Disclosure Statement – RE/MAX Executive form
- Agreement/Contract to Buy and Sell Real Estate – Residential – 310
- OR-
- Agreement to Buy and Sell Real Estate – Lots/Acreage – 330

Dual Agency

- South Carolina Disclosure of Real Estate Brokerage Relationships – 110
- Affiliated Business Arrangement Disclosure Statement – RE/MAX Executive Realty
- Agreement/Contract to Buy and Sell Real Estate – Residential – 310
- Dual Agency Agreement - 115

SELLER REPRESENTATION

Seller Only

- Exclusive Right to Sell Agreement Listing Agreement – 220
- South Carolina Disclosure of Real Estate Brokerage Relationship – Form 110
- South Carolina Residential Property Conditions Disclosure Statement and Addendum – 230
- South Carolina Disclosure of Real Estate Brokerage Relationship – Form 110

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