

Legal Library PRO

In this guide, we will review how to use
CBA's online legal forms tool.

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October 2020



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TEMPLATE](#)
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GETTING STARTED

Contact Us | Welcome, Megan | Admin | CMS

CBA COMMERCIAL BROKERS ASSOCIATION

Select Legal Library PRO login from CBA's site

Live Support >>>> ONLINE CLICK HERE TO TALK!

HOME RESEARCH & LISTINGS LEGAL LIBRARY EDUCATION & EVENTS MEMBER NETWORK MEMBERSHIP COVID-19 RESOURCES

Legal Library PRO Overview

CBA'S NEW SEARCH PLATFORM

Legal Library PRO Login

List of Contracts

SALE LEASE OPPORTUNITY QUICK SEARCH CMA BUILDING SAVED SEARCHES

CBA COMMERCIAL BROKERS ASSOCIATION

CBA Legal Library PRO

Log in

10/1/2020 12:35 PM

Please sign-in to your account

Are you a CBA Member? Yes No

CBA ID:

Password:


Remember me?

Forgot Password? Click Login then "Forgot Password" on the [CBA Main Site](#).

Log in with your CBA credentials.

CREATING A NEW TRANSACTION

The transaction is a folder for all of your documents. You must create a transaction first, before adding and/or printing your forms.




CBA Legal Library PRO

Welcome: Megar

Log off

10/1/2020 12:40 PM

Transactions
Templates
Offices
Administration


Transactions
Transaction Categories
New Transaction

Buyer/Tenant Name Contains:

Seller/Landlord Name Contains:

Office Name:

Transaction Category:

Transaction Type:

Property Address Contains:

Listing #:

Transaction #:

Office ID:

Suite Contains:

From Updated Date:

To Updated Date:


From Closing Date:




To Closing Date:

Include Closed:

CBA ID Created By:

Previously created transactions



Listing #	Buyer/Tenant Name	Seller/Landlord Name	Office Name	Property Address	Transaction Category	Transaction Type	Transaction ID	Updated Date ▼	Closing Date	Closed	Actions
	test	test	CBA	test		Purchase and Sale	000030092	10/1/2020		<input type="checkbox"/>	  

Fill in Buyer/Tenant & Seller/Landlord's full name, and property address. The forms will auto-fill from this information.



Create Transaction

Click Save ↑
when finished

Office Name: Office ID: 999300

Transaction Category:

Transaction Type: Listing #:

Buyer/Tenant Name:

Seller/Landlord Name:

Property Address: Suite:

City: State:

County: Zip Code:

CREATING A NEW TRANSACTION— REFERENCE GUIDE

Transaction Detail

Edit Done

Office Name: CBA	Office ID: 999300	Transaction #: 000030092
Transaction Category:	Created Date: 9/8/2020	Closing Date:
Transaction Type: Purchase and Sale	Listing #:	Closed: <input type="checkbox"/>
Buyer/Tenant Name: test	When closed, check this box	
Seller/Landlord Name: test		
Property Address: test	State: WA	Suite:
City: test	Zip Code: 98200	
County: test		

Click Edit to
modify anything
in this section.

Copy Transaction  

Date created/
updated

Transaction Office Logo

Office Default:



Use This Instead:

CBA can customize your forms with your office or team's logo!
Please email your logo to support@commercialmls.com

Transaction Users

Document Users

Transaction Users: Users who can access the entire transaction.

Document Users: Users who can only access specific documents.





CREATING A NEW TRANSACTION – TRANSACTION DETAIL

Transaction Users

Select Invite User to add a transaction user

Invite User

Grant view or edit access to all documents and attachments in this transaction

Last Name ▲	First Name	Office Name	Email	Transaction Maintenance	Default Document Access Level	Active	Actions
Reuther	Megan	CBA	megan@commercialmls.com	<input checked="" type="checkbox"/>	Fill Out & Edit	<input checked="" type="checkbox"/>	   

Page: 1 of 1 25 View: 1-1 of 1

Document Users

A document user must already be a transaction user

Add Document User

Grant view or edit access to specific forms in this transaction









Transaction does not have any Document Users defined.

Documents

Print Documents

Add Documents

Add forms and custom office templates to your transaction

Document Short Name ▲	Document Full Name	Document Category	Document Note	Office Template Description	Template Type	Version Name	Active	Actions
PS_1A	Purchase & Sale Agreement	Purchase Sale Forms			Master	Rev. 7/2020	<input checked="" type="checkbox"/>	   
PSA	Addendum/Amendment to PSA	Purchase Sale Forms			Master	Rev. 7/2020	<input checked="" type="checkbox"/>	   

Page: 1 of 1 25 View: 1-2 of 2

CREATING A NEW TRANSACTION – ADDING FORMS

Documents Add Documents

Transaction does not have any documents.

Click Add Documents 

Click Done when all forms have been added 

Add Documents Done

Document Name Contains: Template Type: All Master Office

Document Category: Office Name: CBA Search Reset

0 Selected Add Document

Select	Previously Added	Document Short Name ▲	Document Full Name	Document Category	Office Template Description	Template Type	Version Name	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	View Page 1

Page: 1 of 1 25

View: 1-1 of 1





**Search for form name ~ e.g. “purchase,” hit Enter.
Select the document & click Add Document. Click Done.**

FILLING OUT YOUR FORMS

FILLING OUT YOUR FORMS — DOCUMENT DETAIL

Click on your form

Documents Print Documents Add Documents

Document Short Name ▲	Document Full Name	Document Category	Document Note	Office Template Description	Template Type	Version Name	Active	Actions
PS_1A	Purchase & Sale Agreement	Purchase Sale Forms			Master	Rev. 7/2020	<input checked="" type="checkbox"/>	   

Document Detail Print Preview (Proof) Edit Done

Office Name: CBA Listing #: Transaction #: 000030092
 Transaction Category: Document Note: Active:
 Transaction Type: Purchase and Sale
 Buyer/Tenant Name: test
 Seller/Landlord Name: test

Remember, anything in this section must be modified on the Transaction Detail page. Click Done to return to the Transaction Detail.

Document Information

Short Name: PS_1A Full Name: Purchase & Sale Agreement Template Type: Master
 Version: Rev. 7/2020 Category: Purchase Sale Forms Office Template Description:

Document Users

Transaction Users

Document Preview – Page 1 only

Print Type: Proof Final Print Preview (Proof) Fill Out Document Modify Document

Proof: Will print your changes in BLUE
Final: Will print your changes in BLACK

Select between printing, filling out the form fields, or modifying the boiler plate text.

EXCLUSIVE SALE LISTING AGREEMENT

CBA Text Disclaimer: Text deleted by licensee indicated by strike.
New text inserted by licensee indicated by small capital letters.

This Exclusive Sale Listing Agreement ("Agreement") is made by and between **Seller** ("Seller") and _____ ("Firm"). Seller grants to Firm the exclusive and irrevocable right to sell, and to receive deposits in connection with, Seller's commercial real estate legally described as set forth on attached Exhibit A and commonly described as **123 Prop Address Ste A**, City of **Kirkland**, **King** County, Washington (the "Property").

1. **TERM.** This Agreement shall commence on _____, 20__ and expire at 11:59 p.m. on _____, 20__.
2. **PRICE AND TERMS.** Seller agrees to list the Property at a price of \$ _____ and shall consider offers that include usual and customary contingencies in addition to the following specific terms:
Possession: _____
Other Terms: _____
3. **DEFINITIONS.** As used in this Agreement, (a) "CBA" shall mean the Commercial Brokers Association; and (b) "sell" shall mean sell, exchange, lease for over 5 years, enter into a contract to sell and/or enter into an option to purchase the Property. The phrases "this Agreement" and "during the term hereof" include separate, written extensions or renewals of this Agreement.
4. **AGENCY/DUAL AGENCY.** Seller authorizes Firm to appoint _____ as Seller's "Listing Broker." This Agreement creates an agency relationship between Seller and Listing Broker and any of Firm's brokers who

Highlighted text is auto-filled from the Transaction Detail. To modify, click Done at the top to return to the Transaction Detail, and click Edit there to make your changes.

FIRST: Fill in form blanks. Blanks will expand with your text and can incorporate carriage returns.

Click on Save to save changes.

Click on Done to exit screen.

Click on Modify Document to insert text outside of the form fields, strike boilerplate text, or make in-line revisions to your forms. You will also use Modify Document to insert images.

Fill Out Document *Master, XS - Exclusive Sale Listing Agreement*

Modify Document Save Done

This Exclusive Sale Listing Agreement ("Agreement") is made by and between seller ("Seller") and ("Firm"). Seller grants to Firm the exclusive and irrevocable right to sell, and to receive deposits in connection with, Seller's commercial real estate legally described as set forth on attached Exhibit A and commonly described as 123 Prop Address Ste A, City of Kirkland, King County, Washington (the "Property").

1. **TERM.** This Agreement shall commence on , 20 and expire at 11:59 p.m. on , 20 .

2. **PRICE AND TERMS.** Seller agrees to list the Property at a price of \$ and shall consider offers that include usual and customary contingencies in addition to the

MODIFYING YOUR DOCUMENT

 **Delete**

 **Align Left/Center/Right**

 **Font Increase**

 **Font Decrease**

 **Edit Text Line**

 **Add Component**

 **Show Tracked Changes**

First Page Header Header

EXCLUSIVE SALE LISTING AGREEMENT

CBA Text Disclaimer: Text deleted by licensee indicated by strike.

New text inserted by licensee indicated by small capital letters.

Page Header

Different first page header

Reminder: click Fill Out Document to fill in underlined fields.

- Text Line
- Line Break
- Data Entry Line
- Data Entry Line with Label
- CheckBox unchecked
- CheckBox checked
- CheckBox with Label
- Transaction Image
- Transaction Info

agreement ("Agreement") is made by and between Seller ("Seller") and _____

the exclusive and irrevocable right to sell, and to receive deposits in connection with, Seller's commercial real estate legally described as set forth on _____ly described as _____

City of Kirkland King County, Washington (the "Property").

Click any **+** to add form component.

Click **📄** to edit text line/add your own text.

Click **X** to strike text line/paragraph

MODIFYING DOCUMENT— ADDING TEXT

A screenshot of a form editor interface. A dropdown menu is open, listing various form components: Text Line, Line Break, Data Entry Line, Data Entry Line with Label, CheckBox, CheckBox with Label, Transaction Info, and List. The 'Text Line' option is highlighted with an orange box. The background shows a portion of a document with text like 'nest money in the amount of \$' and 'shall be in the form of', along with checkboxes for 'Cash' and 'Personal check'.

Click ⊕ to add a form component. Select Text Line

A screenshot of a text entry dialog box. The dialog has a title bar with a close button (X) and a save button (H). The main area contains the text 'Adding additional text' followed by a text input field. A yellow box highlights the save button (H). The dialog also has a cancel button (O) and a close button (X) at the bottom right.

Add your text. Click (H) to save. Click (O) to cancel.

A screenshot of the form editor showing the result of the previous step. The text 'ADDING ADDITIONAL TEXT' is now displayed in the form in all capital letters. The dropdown menu is still open, showing the 'Text Line' component selected.

Added text will appear in capital letters



CBA
12131 113th Ave NE, Suite 101
Kirkland, WA 98034
Phone: 425-820-3348
Fax: 425-821-9494

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Association
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Form: XS
Exclusive Sale Listing Agreement
Rev. 7/2020
Page 1 of 4

EXCLUSIVE SALE LISTING AGREEMENT

CBA Text Disclaimer: Text deleted by licensee indicated by strike.
New text inserted by licensee indicated by small capital letters.


This Exclusive Sale Listing Agreement ("Agreement") is made by and between Seller ("Seller") and _____ ("Firm"). Seller grants to Firm the exclusive and irrevocable right to sell, and to receive deposits in connection with, Seller's commercial real estate legally described as set forth on attached Exhibit A and commonly described as 123 Prop Address Ste A, City of Kirkland, King County, Washington (the "Property").

ADDING ADDITIONAL TEXT


Added text will display like this on the finished PDF--in BLUE if you've chosen Proof, and in BLACK if you've chosen Final.

MODIFYING DOCUMENT— STRIKING TEXT

23. **Feasibility Contingency.** Buyer's obligations under this Agreement are conditioned upon Buyer's satisfaction, in Buyer's sole discretion, concerning all aspects of the Property, including its physical condition; the presence of or absence of any hazardous substances; the contracts and leases affecting the Property; the potential financial performance of the Property; the availability of government permits and approvals; and the feasibility of the Property for Buyer's intended purpose. This Agreement shall terminate and Buyer shall receive a refund of the earnest money unless Buyer gives notice that the Feasibility Contingency is satisfied to Seller before 5:00pm on the Feasibility Contingency Date. If such notice is timely given, the feasibility contingency shall be deemed to be satisfied and Buyer shall be deemed to have accepted and waived any objection regarding any aspects of the Property as they exist on the Feasibility Contingency Date.

To Strike text, click the 

23. **Feasibility Contingency.** Buyer's obligations under this Agreement are conditioned upon Buyer's satisfaction, in Buyer's sole discretion, concerning all aspects of the Property, including its physical condition; the presence of or absence of any hazardous substances; the contracts and leases affecting the Property; the potential financial performance of the Property; the availability of government permits and approvals; and the feasibility of the Property for Buyer's intended purpose. This Agreement shall terminate and Buyer shall receive a refund of the earnest money unless Buyer gives notice that the Feasibility Contingency is satisfied to Seller before 5:00pm on the Feasibility Contingency Date. If such notice is timely given, the feasibility contingency shall be deemed to be satisfied and Buyer shall be deemed to have accepted and waived any objection regarding any aspects of the Property as they exist on the Feasibility Contingency Date.

To reverse changes, click the 

MODIFYING DOCUMENT— ADDING ATTACHMENTS

Transaction Detail

Edit Done

Office Name: CBA Office ID: 999300 Transaction #: 000000059
Transaction Category: Created Date: 10/22/2018 Closing Date:
Transaction Type: Purchase Listing #: Closed:
Buyer/Tenant Name: Buyer's Full Name
Seller/Landlord Name: Seller's Full Name
Property Address: 123 Property Address Suite:
City: Property City State: WA
County: County Zip Code: 98034  

Transaction Office Logo

Office Default:



Use This Instead:

On the Transaction Detail, scroll down to Attachments and click New Attachment



Attachments

New Attachment

Transaction does not have any attachments.

MODIFYING DOCUMENT— ADDING ATTACHMENTS

Create Attachment Save Cancel

Office Name: CBA Listing #: Transaction #: 000000059
Transaction Category: Transaction Type: Purchase
Buyer/Tenant Name: Buyer's Full Name
Seller/Landlord Name: Seller's Full Name

Name your file, Browse for file, then click Save



Attachment Detail

Name: Active:
Original File Name:
Note:

Attachment Detail Edit Done

Office Name: CBA Listing #: Transaction #: 000000059
Transaction Category: Transaction Type: Purchase
Buyer/Tenant Name: Buyer's Full Name
Seller/Landlord Name: Seller's Full Name

Click Done when finished

Attachment Detail

Name: Plat map Active:
Original File Name: [220000-1-011_1.jpg](#) ⓘ
Note: Plat Map

**View your attachment by clicking the hyperlink.
Only images (JPG, PNG, etc.) can be embedded into your document.
PDFs will need to be printed & attached separately to your email.**



MODIFYING DOCUMENT— EMBEDDING AN IMAGE

Documents

Print Documents

Add Documents

Document Short Name ▲	Document Full Name	Document Category	Office Template Description	Template Type	Version Name	Active	Actions
17	Seller Disclosure Statement - Improved	Purchase Sale Forms		Master	Rev. 7/2015	<input checked="" type="checkbox"/>	...
PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	...

Click on your document. Click on Modify Document

Document Preview – Page 1 only

Print Type: Proof Final

Print Preview (Proof)

Fill Out Document

Modify Document

COMMERCIAL & INVESTMENT REAL ESTATE PURCHASE & SALE AGREEMENT

This has been prepared for submission to your attorney for review and approval prior to signing. No representation is made by licensee as to its sufficiency or tax consequences

Click ⊕ to insert a form component where you want your image to appear.
Select Transaction Image.

ADDING ADDITIONAL TEXT

⊕ ⊖ ✎ ✕

- Text Line
- Line Break
- Data Entry Line
- Data Entry Line with Label
- CheckBox
- CheckBox with Label
- Transaction Image

1. PURCHASE PRICE. Dollars (\$)) payable as follows (check only one):

⊕ ⊖ ✎ ✕ ⊕ ⊖ ✎ ✕ ⊕ ⊖ ✎ ✕

MODIFYING DOCUMENT— EMBEDDING AN IMAGE

Select image and sizing. Click Save. If your image does not appear here, refer to page 21-22 and add it as an attachment first.



This is how it will appear in Modify Content

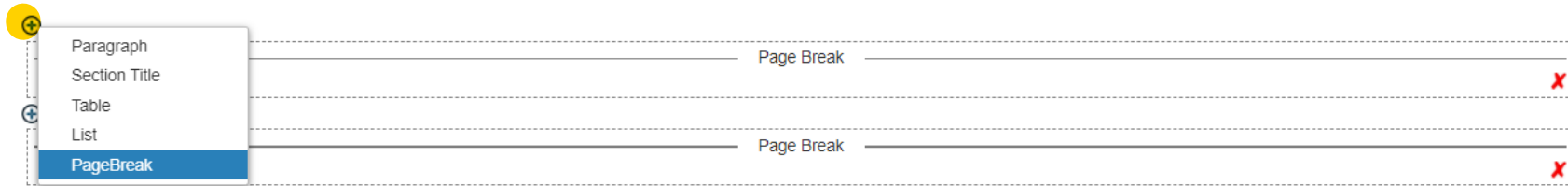
Buyer's Full Name ("Buyer") agrees to buy and Seller's Full Name ("Seller") agrees to sell, on the following terms, the commercial real estate and all improvements thereon (collectively, the "Property") commonly known as _____ in the City of _____, _____ County, Washington, legally described on attached Exhibit A. The Reference Date above is intended to be used to reference this Agreement and is not the date of "Mutual Acceptance," which is defined in Section 23.

ADDING ADDITIONAL TEXT

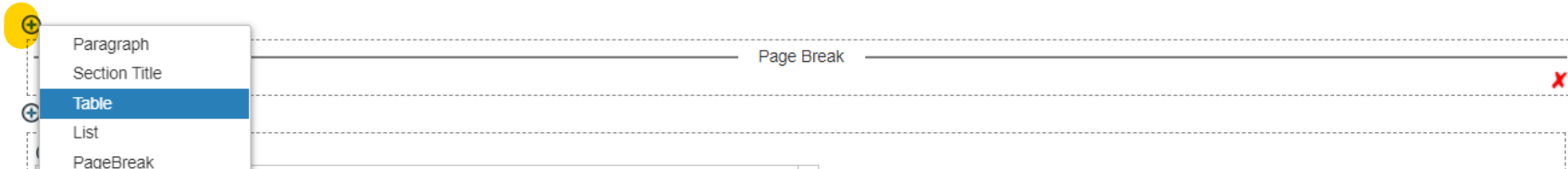


This is how the image will appear in the final document.

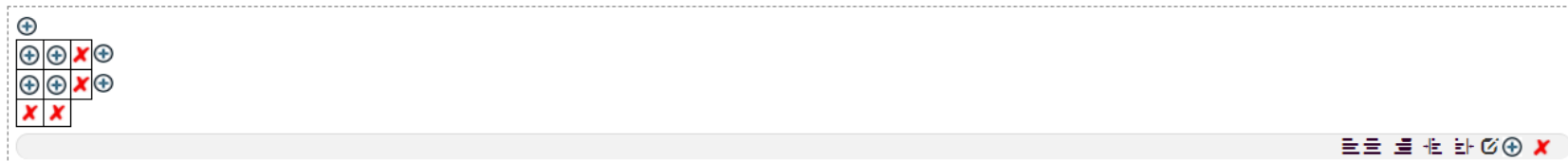
MODIFYING DOCUMENT— ADDING A TABLE



Click + to add a form component. To add a table on a page of its own, click + and choose PageBreak. Click + again and add a Table.



Initially added, the table looks like:



Click + to add Text Lines, or add Data Entry fields.

MODIFYING DOCUMENT— ADDING A TABLE

A screenshot of a table editor interface. It shows a 2x2 grid of cells. The top-left cell contains 'Row 1, Box 1', the top-right 'Row 1, Box 2', the bottom-left 'Row 2, Box 2', and the bottom-right 'Row 2, Box 2.'. Each cell has a dropdown arrow, a refresh icon, and a red 'X' icon. The grid is surrounded by plus signs for adding rows and columns. A toolbar at the bottom right includes icons for table manipulation and a tooltip that says 'Hide Grid Lines'.

A screenshot of the same table editor interface. A tooltip labeled 'Add Table Row' is positioned over the right side of the table, indicating the action of adding a new row to the bottom of the grid.

A screenshot of the same table editor interface. A tooltip labeled 'Add Column' is positioned over the right side of the table, indicating the action of adding a new column to the right of the grid.

PRINTING YOUR DOCUMENT

To print documents individually:

Return to the Document Preview & select Print Preview

Document Preview – Page 1 only

Print Type: Proof Final **Print Preview (Proof)** Fill Out Document Modify Document

**COMMERCIAL & INVESTMENT REAL ESTATE
PURCHASE & SALE AGREEMENT**

This has been prepared for submission to your attorney for review and approval prior to signing. No representation is made by licensee as to its sufficiency or tax consequences

Proof will print your changes in **BLUE**. Final will print your changes in **BLACK**.

Another tab will open, and a PDF can be downloaded () or printed () from this screen.

RenderPDF 1 / 14   

 **CBA**
12131 113th Ave NE, Suite 101
Kirkland, WA 98034
Phone: 425-820-3348
Fax: 425-821-9494

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Form: PS_1A
Purchase & Sale Agreement
Rev. 1/2011
Page 1 of 14

**COMMERCIAL & INVESTMENT REAL ESTATE
PURCHASE & SALE AGREEMENT**

Printing the entire transaction:

Return to the Transaction Detail, scroll down to Documents, click Print Documents.



Documents [Print Documents](#) [Add Documents](#)

Document Short Name ▲	Document Full Name	Document Category	Office Template Description	Template Type	Version Name	Active	Actions
17C	Seller Disclosure Statement - Unimproved	Purchase Sale Forms		Master	Rev. 7/2015	<input checked="" type="checkbox"/>	... 🗑️
PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	... 🗑️

Page: 1 of 1 25

View: 1-2 of 2

Attachments [New Attachment](#)

Attachment Name ▲	Original File Name	Note	Active	Actions
How to Guide	LLPRO Quick Reference Sheet Final.pdf		<input checked="" type="checkbox"/>	... 🗑️
Plat Map	381500-0-120_1.jpg		<input checked="" type="checkbox"/>	... 🗑️

Page: 1 of 1 25

View: 1-2 of 2

Select All and Print, or individually select your forms and attachments.

Document Print Select Cancel

Office Name: CBA Listing#: Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 Selected Print Documents Select All And Print

Attachments

	Attachment Name ▲	Original File Name	Active
<input type="checkbox"/>	How to Guide	LLPRO Quick Reference Sheet Final.pdf	<input checked="" type="checkbox"/>

Page: 1 of 1 25 View: 1-1 of 1

Documents

	Document Short Name ▲	Document Full Name	Document Category	Office Template Description	Template Type	Version Name	Active
<input type="checkbox"/>	17C	Seller Disclosure Statement - Unimproved	Purchase Sale Forms		Master	Rev. 7/2015	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>

Page: 1 of 1 25 View: 1-2 of 2

A compressed file will download to the bottom of your page.

Page: 1 of 1 25
View: 1-2 of 2

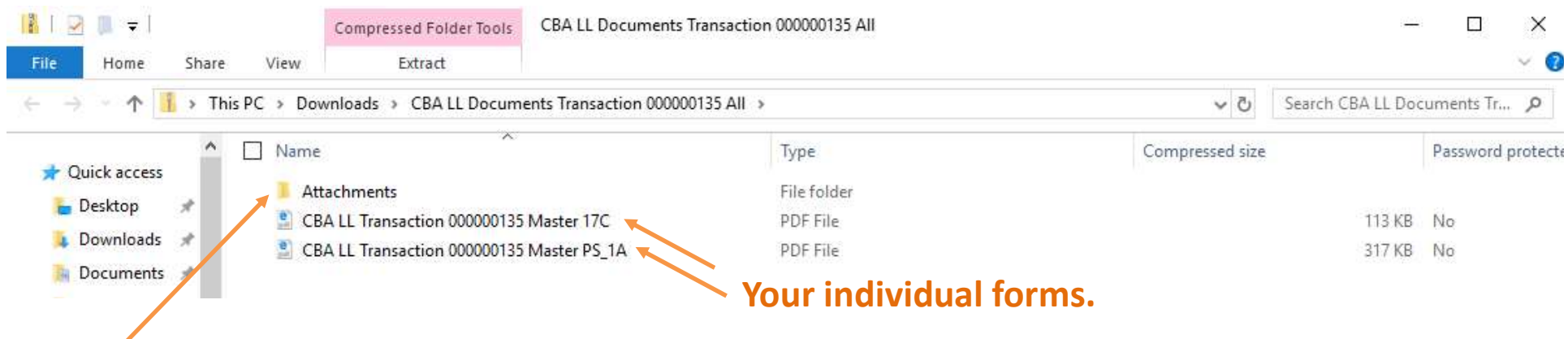


12131 113th Ave Northeast, Suite 101
Kirkland, WA 98034-6608
Email: Support@commercialmls.com

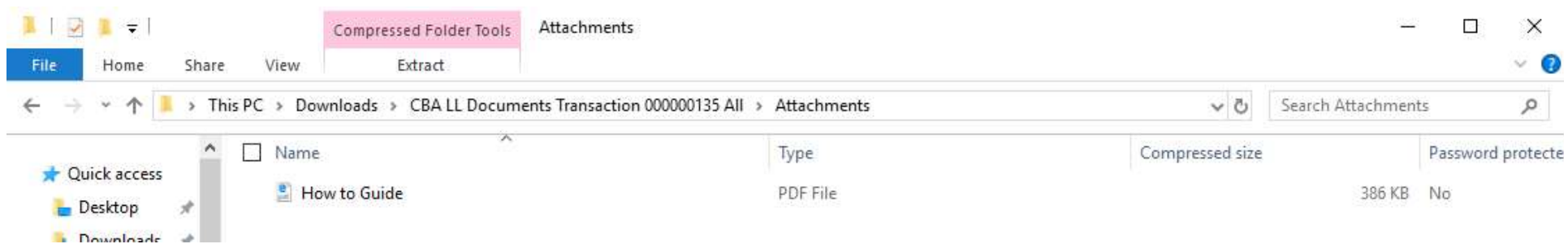
Office: (425) 820-3348
Toll Free: 1 (800) 275-2522
Fax: (425) 555-9101

CBA LL Documents...zip ^
Show all x

Click on the compressed file to open.



Double-click on the Attachment folder to view attachments. This will be your legal, etc.



To print, open the individual files and click print.

You may use your PDF software to combine the documents in a preferred order, and send for signatures.

ADDING USERS





Transaction Users **Click ▼ to expand.**

Document Users

Transaction Users

Select Invite User to add a transaction user

Invite User

Last Name ▲	First Name	Office Name	Email	Transaction Maintenance	Default Document Access Level	Active	Actions
Reuther	Megan	CBA	megan@commercialmls.com	<input checked="" type="checkbox"/>	Fill Out & Edit	<input checked="" type="checkbox"/>	   

Page: 1 of 1 25 View: 1-1 of 1

Document Users

A document user must already be a transaction user

Add Document User

Transaction does not have any Document Users defined.

**Transaction users have access to all forms in the transaction.
Document users can be limited to certain documents.**

The screenshot shows a web interface for adding users. At the top right, a 'Done' button is highlighted with an orange box. The main form is titled 'Invite User' and contains several sections: 'Transaction Office Name: CBA', 'Listing #: [blank]', 'Transaction ID: 000000059', 'Transaction Category: [blank]', 'Transaction Type: Purchase', 'Buyer/Tenant Name: Buyer's Full Name', and 'Seller/Landlord Name: Seller's Full Name'. Below this is the 'Transaction Invitation' section, which includes 'User Information' (User Type: CBA Member selected, Office Name: CBA, Office User Email: Start typing for list, Last Name, First Name, Phone) and 'Access to Transaction' (Default Document Access Level: -None-). A 'Send User Invitation' button is located at the bottom left of the form. A modal dialog box titled 'Transaction Invitation' is centered on the screen, displaying a warning icon and the message: 'A transaction invitation has been sent to christina@commercialmls.com for Christina Chen.' The 'OK' button in the dialog is highlighted with an orange box. The footer contains the CBA logo, address (12131 113th Ave Northeast, Suite 101, Kirkland, WA 98034-0008), email (Support@commercialmls.com), and contact numbers (Office: (425) 820-3348, Toll Free: 1 (800) 275-2522, Fax: (425) 555-9101).

A link will be emailed to the other party. Non-members will be able to set their password when they log in the first time.

COPYING A SAVED TRANSACTION

COPYING A SAVED TRANSACTION

Transaction Detail

Edit Done

Office Name: CBA Office ID: 999300 Transaction #: 00000059
 Transaction Category: Created Date: 10/22/2018 Closing Date:
 Transaction Type: Purchase Listing #: Closed:
 Buyer/Tenant Name: Buyer's Full Name
 Seller/Landlord Name: Seller's Full Name
 Property Address: 123 Property Address Suite:
 City: Property City State: WA
 County: County Zip Code: 98034



Click the Copy Transaction button

Transaction Office Logo

Office Default:



Use This Instead:

Transaction Users

Select Invite User to add a transaction user

Invite User

Last Name ▲	First Name	Office Name	Email	Transaction Maintenance	Default Document Access Level	Active	Actions
Chen	Christina	CBA	christina@commercialmls.com	<input type="checkbox"/>	Fill Out & Edit	<input checked="" type="checkbox"/>	   
Reuther	Megan	CBA	meganr@commercialmls.com	<input checked="" type="checkbox"/>	Fill Out & Edit	<input checked="" type="checkbox"/>	   

Page 1 of 1 25 View: 1-2 of 2

Copy Transaction *Transaction Users and Document Users must be set up separately.* Copy Transaction Cancel

Office Name: CBA Copy Transaction Logo: 0 Selected Documents
 Office ID: 999300 Transaction Logo: 0 Selected Attachments

Copy From _____

Transaction Category: _____ Transaction Type: Purchase Listing #: _____
 Buyer/Tenant Name: Buyer's Full Name
 Seller/Landlord Name: Seller's Full Name
 Property Address: 123 Property Address
 Property City, WA 98034 County County

The information you are copying

Copy forward your inserted text, and filled out fields.

CAUTION: This will also copy over the time-stamped revision history.

Copy To _____

Transaction Category: -None- Transaction Type: Purchase Listing #: _____
 Buyer/Tenant Name: Set to Copy From
 Seller/Landlord Name: Set to Copy From

Click Set to Copy From if you want to copy these fields from the previous transaction

Document Copy Select *IMPORTANT: Review newly copied transaction document(s) for accuracy.*

<input type="checkbox"/>	New Version Required	Document Short Name	Document Full Name	Document Category	Office Template Description	Template Type	Version Name	Active	Include Revisions & Attachments	Include Filled Out Fields
<input type="checkbox"/>	<input type="checkbox"/>	17	Seller Disclosure Statement - Improved	Purchase Sale Forms		Master	Rev. 7/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select forms to copy—new version required means there has been a revision and the old version will not be copied, and a blank new form will be inserted.

COPYING A SAVED TRANSACTION

Attachment Copy Select

IMPORTANT: Review newly copied transaction attachment(s) for accuracy.

<input type="checkbox"/>	Required by Selected Documents	Attachment Name ▲	Original File Name	Note	You may also copy forward attachments	Active
<input type="checkbox"/>	<input type="checkbox"/>	Plat map	220000-1-011_1.jpg	Plat Map		<input checked="" type="checkbox"/>

Embedded images will be automatically checked if required by your previous document


Transaction Detail

Edit Done

*** Copied Transaction ***

Office Name: CBA	Office ID: 999300	Transaction #: 000000061
Transaction Category:	Created Date: 10/25/2018	Closing Date:
Transaction Type: Purchase	Listing #:	Closed: <input type="checkbox"/>
Buyer/Tenant Name: Buyer's Full Name		
Seller/Landlord Name: Seller's Full Name		
Property Address:	Suite:	
City:	State:	
County:	Zip Code:	

Click Done to complete the copy



Transaction Office Logo

Office Default:



Use This Instead:

Transaction Users

Select Invite User to add a transaction user

Invite User

CREATING A CUSTOM OFFICE TEMPLATE

Select Templates 




Transactions **Templates**

Templates

Contains: Template Type: All Master Office

Document Category: Template Status: All Draft Published

Include Inactive Templates: Office Name:

Document Short Name ▲	Document Full Name	Document Category	Office Name	Office ID	Office Template Description	Template Type	Template Status	Version Name	Version Active	Template Active	
PS_1A	Purchase & Sale Agreement	Purchase Sale Forms				Master	Published	Rev. 1/2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  

Page 1 of 1 25 View: 1-1 of 1

Search for the form name.

Template Detail

Document Full Name: Purchase & Sale Agreement Document Category: Purchase Sale Forms

Document Short Name: PS_1A Template Type: Master Office

Document Version: Rev. 1/2011 Template Status: Draft Published

Version Date: 10/23/2018 Version Active: Published Date: 10/23/2018

Active: Published By: Megan Reuther

Click to make a copy of the Master

Click Copy Template

Copy Template Copy Template Done

Copy From

Document Full Name: Purchase & Sale Agreement
Document Version: Rev. 1/2011
Template Type: Master Office
Template Status: Draft Published

Document Short Name: PS_1A
Document Category: Purchase Sale Forms
Version Active:
Office Name:
Office Template Description:

Copy To

Document Full Name:
Document Version: New Version
Template Type: Master Office
Template Status: Draft Published

Document Short Name: PS_1A
Document Category: Purchase Sale Forms
Version Active:
Office Name:
Office Template Description:

Template Preview – Page 1 only

Everyone in your office can access customized templates, so indicate your name, or common use for this template.

Template Detail

Print Full Template

Edit

Done

*** Copied Template ***

Document Full Name: Purchase & Sale Agreement

Document Category: Purchase Sale Forms

Document Short Name: PS_1A

Template Type: Master Office

Document Version: Rev. 1/2011

Template Status: Draft Published

Version Date: 10/23/2018

Version Active:

Published Date:

Office Name: CBA

Published By:

Office Template Description: test

Active:



Template Preview – Page 1 only

Print Full Template

Edit Template Content

COMMERCIAL & INVESTMENT REAL ESTATE PURCHASE & SALE AGREEMENT

This has been prepared for submission to your attorney for review and approval prior to signing. No representation is made by licensee as to its sufficiency or tax consequences

Reference Date: _____, 20____



**Click Edit Template Content to make your customizations.
Click Done when finished.**

Templates New Master Template

Contains:

Document Category:

Include Inactive Templates:

Template Type: All Master Office

Template Status: All Draft Published

Office Name: Search Reset

Document Short Name ▲	Document Full Name	Document Category	Office Name	Office ID	Office Template Description	Template Type	Template Status	Version Name	Version Active	Template Active	Actions
PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	CBA	999300		Office	Published	New test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	CBA	999300	Megan's form	Office	Draft	Rev. 1/2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Page: 1 of 1 25 View: 1-2 of 2

 **Click on the template you created.**

**Only published templates are available for use in your transaction.
To publish, click on Edit and select Published. Then click Save.**

Template Detail Print Full Template Edit Done

Document Full Name: Purchase & Sale Agreement

Document Short Name: PS_1A

Document Version: Rev. 1/2011

Version Date: 10/23/2018 Version Active:

Office Name: CBA

Office Template Description: Megan's form

Active:

Document Category: Purchase Sale Forms

Template Type: Master Office

Template Status: Draft Published

Published Date:

Published By:

Scroll down to Documents, and click Add Documents.

Documents Print Documents **Add Documents**

Document Short Name ▲	Document Full Name	Document Category	Office Template Description	Template Type	Version Name	Active	Actions
17	Seller Disclosure Statement - Improved	Purchase Sale Forms		Master	Rev. 7/2015	<input checked="" type="checkbox"/>	⋮ 🗑️

⏪ Page: 1 of 1 ⏩ 25 ▼ View: 1-1 of 1

A list of your custom office templates will appear below. Select the one you want, and Add Document to your transaction.

Add Documents Done

Document Name Contains: Template Type: All Master Office

Document Category: -Any- Office Name: CBA **Search** Reset

0 Selected **Add Document**

Select	Previously Added	Document Short Name ▲	Document Full Name	Document Category	Office Template Description	Template Type	Version Name	
<input type="checkbox"/>	<input type="checkbox"/>	EMN	Earnest Promissory Note	Purchase Sale Forms		Office	Rev. 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Office	New test	View Page 1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	Megan's form	Office	Rev. 1/2011	View Page 1

⏪ Page: 1 of 1 ⏩ 25 ▼ View: 1-3 of 3

Click Done when finished. Fill the forms out as discussed in pages 11-27.



NEED MORE ASSISTANCE?

PLEASE CONTACT US DIRECTLY AT
425-820-3348 OR SUPPORT@COMMERCIALMLS.COM