

# December 2023 Forms Release

## Quick Summary

This chart is a quick summary of the new and revised standard forms scheduled for release **the week of December 18<sup>th</sup>, 2023**. For further information, please refer to the C.A.R. web page at: <https://www.car.org/transactions/standard-forms/new-forms-and-revisions>. Please note that this list is subject to change.

Form Code	Form Name	Replaces	Brief description of form or how the form was revised
BDS	Business Disclosure Statement	10/01 version	Revised paragraph 4 consistent with BLA and BPA. Added statement that books and records are those in normal course of business. Added paragraphs identifying violation notices, owner's salary, and grid for hours of operation.
BHIA	Buyer Homeowner's Insurance Advisory	NEW	Bundled with RPA this form addresses: problems with insurance availability, contract contingencies, and resources.
BLA	Business Listing Agreement	6/23 version	Updated documentation paragraph consistent with BDS and BPA. Agency, dispute resolution, and signature paragraphs conformed to other C.A.R. listings. Removed arbitration clause. Allow for representative signatures
BOS	Bill of Sale	11/14 version	Reviewed for accuracy.
BPA	Business Purchase Agreement and Joint Escrow Instructions	11/14 version	Describes business by FBN. Uses grid format for negotiable terms. Inventory included in price by default, and confirmation to be made by third party. Optional real property security clause. More specifics on assets and liabilities. Seller disclosure consistent with BDS and BLA. Seller to provide proposed allocation of purchase price. Compliance with bulk transfers laws.
BP-APP	Business Purchase - Allocation of Purchase Price	NEW	Form identifies assets transferred and their value. Separates FF&E into taxable and non-taxable totals.
BP-ECET	Business Purchase - Employee Certificate of Employment Terms	EEC	Renamed from Employee Estoppel Certificate. Added clause about benefits.

BP-FFE	Business Purchase - Furniture, Fixtures, and Equipment	NEW	Itemizes FF&E. Each item to identify its age, whether leased or owned, and if taxable, in addition to value.
CA	Commission Agreement	12/21 version	Reviewed for accuracy. Updated signature block to address entities.
CL	Commercial Lease Agreement	12/15 version	Reviewed for accuracy. Construction related accessibility standard paragraph added to contract and removed as addendum.
CML-CNDA	Commercial-Confidentiality and Non-Disclosure Agreement	12/18 version	Reviewed for accuracy.
CML-EIA	Commercial-Environmental Issues Addendum	4/09 version	Reviewed for accuracy.
CML-LEC	Commercial-Landlords Environmental Consent	4/09 version	Reviewed for accuracy.
CML-REL	Commercial-Release Agreement	12/19 version	Reviewed for accuracy.
DSSC	Delivery of or Failure to Deliver Short Sale Lender Written Consent	11/13 version	Reformatted form so that each paragraph option contains signatures applicable to that option.
HID	HUD Notice to Purchasers	12/19 version	Form updated to new language specified by FHA.
LBSB	Loan Broker-Sales Broker Disclosure	4/09 version	Reviewed for accuracy.
LRA	Application to Lease or Rent/Screening Fee	12/22 version	Screening fee section (II) updated to separately indicate if full or partial screening fee paid by tenant. Screening fee section updated to allow for receipt to be made by email.
MARSMRN	Mortgage Assistance Relief Services Offer of Mortgage Relief Notice	3/11 version	Reviewed for accuracy.

MARSSN	Mortgage Assistance Relief Services Offer of Short Sale Negotiation Notice	3/11 version	Reviewed for accuracy.
MHDA	Manufactured Home Dealer Addendum	4/07 version	Reviewed for accuracy. Updated to include reference to MH-PA form.
MSS	Mortgage Loan Disclosure Statement Substitute	10/15 version	Reviewed for accuracy.
MT	Modification of Listing, Buyer Representation or Other Agreement between Principal and Broker	6/23 version	Updated to include statutory limitation that renewal of exclusive listing cannot exceed 12 months.
OMA	Office Management Agreement	6/12 version	Reviewed for accuracy.
PAC	Personal Assistant Contract	6/12 version	Reviewed for accuracy.
RA	Realtor's Acknowledgement	7/06 version	Updated to include current reference to Code of Ethics and statement that complaints may be filed at a local AOR.
REOL	REO Advisory (Listing)	4/11 version	Updated to conform formatting and order of paragraphs to Trust and Probate advisory forms.
RGM	Radon Gas and Mold Notice and Release Agreement	7/04 version	Reviewed for accuracy.
RLA	Residential Listing Agreement - Exclusive	6/23 version	Updated to include statutory limitation that maximum exclusive listing period cannot exceed 24 months and recording listing is prohibited.
RLAN	Residential Listing Agreement - Open	6/23 version	Updated to conform presentation of offer paragraph to RLA.
RLASR	Residential Listing Agreement - Seller Reserved	6/23 version	Updated to include statutory limitation that maximum exclusive listing period cannot exceed 24 months and recording listing is prohibited.

RLMM	Residential Lease or Month-to-Month Rental Agreement	6/23 version	Updated to make clear that periodic pest treatment paragraph only applies to houses. Insurance paragraph changed to only require tenant liability policy to name HP and PM as additional interest parties, not additional insured. Paragraph added that local jurisdictions may require addenda.
RR	Request for Repair	6/22 version	Seller response partial agreement section modified to include optional paragraphs for credits and revised purchase price. Revised forms conforms to RRRR form.
SOFBN	Salesperson Owned Fictitious Business Name Agreement	12/15 version	Reviewed for accuracy.
SP	Single Party Compensation Agreement	12/18 version	Language modified so form applies to lease or sales. Agency, dispute resolution, management approval, successor, legally authorized signer and signature block conform to RLA.
SPQ	Seller Property Questionnaire	6/23 version	Question 8D added to address ADUs. 18C added to indicate if property was originally a Manufactured or Mobile home.
SPRP	Seller's Purchase of Replacement Property	6/23 version	Added language to require seller to prove evidence that seller has replacement property and allowing buyer to cancel if seller does not give proof or if the replacement property transaction fails.
STRA	Short-Term Rental Agreement	VRA	For 30 days or less. Need seasonal addendum for rentals from 31 to 90 days. Up front payments can include booking deposit, rent, damage deposit, cleaning fee and transient occupancy tax. No animals allowed except in comfort or service and then with ATCA.
STRA-SA	Seasonal Addendum to Short-Term Rental Agreement	NEW	This form is used with the STRA for rentals between 31 and 90 days. It recognizes that seasonal rentals have some terms in common with short term rentals and some in common with leases. Maximum deposit conform to lease agreements, as do disclosures, including use of the RPOD, and condition of premises at commencement, including the possible use of MI form.

STRL	Short-Term Rental Listing	VRL	Completely redone form. Short-term is defined as 30 days or less or seasonal rental not to exceed 90 days. Form requires broker or office manager signature. No property management unless checked. Allows for different rental rates. Rental agreement to be STRA or STRA with seasonal addendum. Owner represents that required permits obtained. Recognition that rentals exceeding 30 days treated differently.
TCS	Transaction Cover Sheet		Reviewed for accuracy.
TEC	Tenant Estoppel Certificate	4/11 version	Reformatted to easier to use grid format. 3 categories identified: General terms, utilities and services, and appliances. The latter two make it easy to identify the responsible tenant or housing provider.
TOPA	Tenant Occupied Property Addendum	6/23 version	If property to be delivered vacant, seller to identify how seller was able to get tenants to leave. New paragraph added if buyer is a tenant. 2E(7) added to specify existing legal requirement to identify use of security deposits, if any.
TPA	Broker/Associate-Licensee/Assistants Three-Party Agreement	6/12 version	Reviewed for accuracy. Updated reference to QA's and DRE documents.
WCMD	Water-Conserving Plumbing Fixtures and Carbon Monoxide Detector Advisory	6/22 version	Changed title from "Notice" to "Advisory"
WHS	Water Heater Statement of Compliance	6/21 version	Note added to clarify that form used when sellers exempt from TDS since water heater statement still required.
WHSD	Water Heater and Smoke Detector Statement of Compliance	11/10 version	Note added for use with REO sales even though exempt from TDS.
Notable Minor Changes Without Revision Date			
AOAA	Assignment of Agreement Addendum		Optional consideration paragraph 3B added language to make clear that buyer has not, <b>and will not</b> , receive monetary consideration for any assignment.

CPA	Commercial Purchase Agreement		Changed reference in 11C from SPQ/ESD to CSPQ. Clarify that paragraph 14, security deposits terms, applies to prepaid but unearned rents.
CTT	Change in Terms of Tenancy		Note added before tenant signature that change will take effect even if tenant does not sign.
ICA	Independent Contractor Agreement (with binding arbitration option)		Updated reference to COE and Arbitration manual.
PMA	Property Management Agreement		Updated tax withholding paragraph to make easier to understand different forms required depending on whether RPO is or is not a CA resident or corporation.
RPA	Residential Purchase Agreement		Drop down added in 3Q(2) for ordering a Fortress Fire Wildfire Disclosure Report.
RRRR	Seller Response and Buyer Reply to Request for Repair		Language added to paragraph 2 to make explicit that seller needs to signing RRRR form or alternative.
TDS	Real Estate Transfer Disclosure Statement		Removed seller initial blocks on page 2
TOA	Text Overflow Addendum		Created separate TOA forms for different situations so signature fields match primary document.

C.A.R. no longer monitors the legal validity of any prior form version and the C.A.R. User Protection Agreement only applies to the most current version of a form.

See <https://www.car.org/zipform/standard-forms/user-protection-agreement> for full text of the User Protection Agreement.