



# LEGAL LIBRARY PRO

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

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# GETTING STARTED



# GETTING STARTED

Welcome, Kaylynn

Admin

CMS

About Us

Contact Us



Research & Listings

Legal Forms Library

Education & Events

Member Network

Membership

Live Support Online

Legal Library PRO Overview

Legal Library PRO Login

List of Contracts

Training & Reference Guides

FAQs

HELPING M  
SUCCESS  
STANDARD OF PRACTICE

Search Commercial Listings

Search Business Opportunities

From CBA's homepage, select Legal Library PRO Login from the drop-down menu. Log in with your CBA credentials.

Please sign-in to your account

Are you a CBA Member?  Yes  No

CBA ID:

Password:

Remember me?

Log in

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





# CREATING A NEW TRANSACTION

# CREATING A NEW TRANSACTION

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



CBA Legal Library PRO

Welcome: Bugs

[Log off](#)

3/14/2022 10:03 AM

[Transactions](#)

[Templates](#)

## Transactions New Transaction

Search your existing transactions by filling in the details here.



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:

[Search](#)

[Reset](#)

Listing #	Buyer/Tenant Name	Seller/Landlord Name	Office Name	Property Address	Transaction Category	Transaction Type	Transaction ID	Updated Date	Closing Date	Closed	Actions
	Test	TBD	CBA	Test Address, 12		Purchase and Sale	000054160	3/14/2022		<input type="checkbox"/>	<a href="#">...</a> <a href="#">📄</a> <a href="#">🗑️</a>
	New Buyer/Tenant	TBD	CBA	Test Address, 13		Purchase and Sale	000057497	2/28/2022		<input type="checkbox"/>	<a href="#">...</a> <a href="#">📄</a> <a href="#">🗑️</a>
	TBD _____	Test Landlord	CBA	1234 Test Rd		Purchase and Sale	000057491	2/28/2022		<input type="checkbox"/>	<a href="#">...</a> <a href="#">📄</a> <a href="#">🗑️</a>
	NEW Buyer	Test Landord	CBA	123 Test , 1		Purchase and Sale	000051383	12/16/2021		<input type="checkbox"/>	<a href="#">...</a> <a href="#">📄</a> <a href="#">🗑️</a>
	Buyer	Seller	CBA	123 Test St		Purchase and Sale	000000108	11/9/2021		<input type="checkbox"/>	<a href="#">...</a> <a href="#">📄</a> <a href="#">🗑️</a>



Create a new transaction here.



Access your previously created transactions here.



# CREATING A NEW TRANSACTION

## Create Transaction

Fill in your transaction detail. The forms will auto-fill with the information entered here.

Listing number and suite number are not required fields to submit a new transaction; all other fields are required.

**TIP:** Placeholder text such as "TBD," "XXX," or "\_\_\_" can be entered and edited at a later time.



Transactions

Templates

CBA Legal Library PRO

Welcome: Bugs

Log off

3/14/2022 10:06 AM

Create Transaction

Save

Cancel

Office Name:

Office ID: 999300

Transaction Category:

Transaction Type:

Listing #:

Buyer/Tenant Name:

Seller/Landlord Name:

Property Address:

Suite:

City:

State:

County:

Zip Code:

When finished filling in the required fields, click Save.



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Lynnwood, WA 98036

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Toll Free: 1 (800) 275-2522  
Email: [Support@commercialmls.com](mailto:Support@commercialmls.com)

# CREATING A NEW TRANSACTION

## Transaction Detail – Reference Guide

### Transaction Detail

Edit Done

<b>Office Name:</b> CBA	<b>Office ID:</b> 999300	<b>Transaction #:</b> 000058264
<b>Transaction Category:</b>	<b>Created Date:</b> 3/14/2022	<b>Closing Date:</b>
<b>Transaction Type:</b> Purchase and Sale	<b>Listing #:</b>	<b>Closed:</b> <input type="checkbox"/>
<b>Buyer/Tenant Name:</b> Buyer	When closed, check this box.	
<b>Seller/Landlord Name:</b> Seller		
<b>Property Address:</b> 123 Test St	<b>Suite:</b>	
<b>City:</b> Lynnwood	<b>State:</b> WA	
<b>County:</b> Snohomish	<b>Zip Code:</b> 98036	

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](mailto:support@commercialmls.com) for us to update this for you!

Copy transaction View the date created/uploaded

Transaction Users

Document Users

In the transaction detail screen click edit to make any changes to the auto-filled fields.



Transaction Users: Users who can access the entire transaction.

Document Users: Users who can only access specific documents.




# CREATING A NEW TRANSACTION

## Transaction Detail – Reference Guide

Users who have view only or edit access to all forms and attachments in this transaction



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		
Bunny	Bugs	CBA		<input checked="" type="checkbox"/>	Fill Out & Edit	<input checked="" type="checkbox"/>	   		

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

Forms and custom office templates added to your transaction.



Documents Add Documents

Transaction does not have any documents.

Users who have view only or edit access to specific forms in this transaction



Document Users A document user must already be a transaction user Add Document User

Transaction does not have any Document Users defined.

PDFs and images included in your transaction.



Attachments New Attachment

Transaction does not have any attachments.



# CREATING A NEW TRANSACTION

## Adding Forms



To add documents to your form simply click the “Add Documents” to the right of the documents section on your transaction detail page.



# CREATING A NEW TRANSACTION

## Adding Forms – Selecting your forms

Apply search filters to make finding your documents easier.

Select the documents you want to add to your listing by checking the box in the select column.

Once you've selected the document the number next to "Selected" will update. After this has updated to the number of documents you've selected click "Add Document".

The screenshot shows the 'Add Documents' interface. At the top, there is a search bar with 'Document Name Contains:' and 'Document Category:' dropdowns. To the right, there are radio buttons for 'Template Type' (All, Master, Office) and a text field for 'Office Name: CBA'. A 'Search' button and a 'Reset' button are also present. Below the search filters, there is a summary bar that says '0 Selected' and an 'Add Document' button. The main part of the interface is a table with the following columns: Select, Previously Added, Document Short Name, Document Full Name, Document Category, Office Template Description, Template Type, Published Date, Version Name, and a 'View Page 1' button for each row. The table contains 25 rows of document templates, including 'Seller Disclosure Statement - Improved', 'FIRPTA Certificate', 'Agency Disclosure', 'Arbitration Rider', 'Buyer's Agency Agreement', 'Back-up Addendum', 'Co-Brokerage Agreement', 'Commission Disbursement Form', 'Deed of Trust Rider', 'Earnest Promissory Note', 'Force Majeure Addendum', and 'Multi-Tenant Gross Lease'. An orange arrow points to the '0 Selected' text, and another orange arrow points to the 'Add Document' button.

Select	Previously Added	Document Short Name	Document Full Name	Document Category	Office Template Description	Template Type	Published Date	Version Name	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	17	Seller Disclosure Statement - Improved	Purchase Sale Forms		Master	8/27/2020	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	17	Seller Disclosure Statement - Improved	Purchase Sale Forms	Nikki Test	Office	5/21/2020	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	17	Seller Disclosure Statement - Commercial	Purchase Sale Forms		Master	4/4/2019	Rev 7/2015	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	17C	Seller Disclosure Statement - Improved	Purchase Sale Forms		Master	8/16/2021	Rev. 8/2021	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	17C	Seller Disclosure Statement - Unimproved	Purchase Sale Forms		Master	8/16/2021	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	17C-Rev22	Seller Disclosure Statement - Unimproved	Purchase Sale Forms		Master	8/16/2021	Rev. 8/2021	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	22E	FIRPTA Certificate	Miscellaneous Forms	Megan's example	Office	1/22/2019	Rev. 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	22E	FIRPTA Certificate	Miscellaneous Forms		Master	8/25/2020	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	AD-1	Agency Disclosure	Miscellaneous Forms		Master	4/4/2019	Rev 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	AR	Arbitration Rider	Leasing Forms		Master	4/10/2019	Rev 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	BB-1	Buyer's Agency Agreement	Miscellaneous Forms	MC.BAA Office Template	Office	8/2/2019	Rev 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	BB-1	Buyer's Agency Agreement	Miscellaneous Forms		Master	8/26/2020	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	BU-A	Back-up Addendum	Purchase Sale Forms		Master	8/26/2020	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	CB	Co-Brokerage Agreement	Listing Forms	Marjorie's Test	Office	8/1/2019	Rev 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	CB	Co-Brokerage Agreement	Listing Forms		Master	4/4/2019	Rev 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	CB	Co-Brokerage Agreement	Listing Forms	Testing Testing 123	Office	3/13/2019	Rev. 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	CDF	Commission Disbursement Form	Miscellaneous Forms		Master	8/26/2020	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	DTR	Deed of Trust Rider	Purchase Sale Forms		Master	8/9/2018	Rev. 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	EMN	Earnest Promissory Note	Purchase Sale Forms	* Update needed for clarity *	Office	8/16/2018	Rev. 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	EMN	Earnest Promissory Note	Purchase Sale Forms	emn for bubbles	Office	1/15/2019	Rev. 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	EMN	Earnest Promissory Note	Purchase Sale Forms	For Experience	Office	1/22/2019	Rev. 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	EMN	Earnest Promissory Note	Purchase Sale Forms		Master	8/26/2020	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	FMA	Force Majeure Addendum	Purchase Sale Forms		Master	8/26/2020	Rev. 7/2020	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	GR-LS	Multi-Tenant Gross Lease	Leasing Forms	Weninar 6/15	Office	6/15/2020	Rev. 1/2011	View Page 1
<input type="checkbox"/>	<input type="checkbox"/>	GR-LS	Multi-Tenant Gross Lease	Leasing Forms		Master	10/5/2020	Rev. 9/2020	View Page 1

Once you've selected and added your documents click "Done"

Preview the first page of the document.









# **FILLING OUT YOUR FORMS**



# FILLING OUT YOUR FORMS

## Accessing Your Form

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. 8/2021	<input checked="" type="checkbox"/>	   

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



Click on the document name in the documents section to access your document details.



# FILLING OUT YOUR FORMS

## Document Detail

**Document Detail** Print Preview (Proof) Edit Done

Office Name: CBA	Listing #: _____	Transaction #: 000058264
Transaction Category: _____	Document Note: _____	Active: <input checked="" type="checkbox"/>
Transaction Type: Purchase and Sale	<div style="border: 2px solid green; padding: 5px;">Remember, anything in this section must be modified on the Transaction Detail page. Click "Done" to return to the Transaction Detail page.</div>	
Buyer/Tenant Name: Buyer		
Seller/Landlord Name: Seller		

---

Document Information

Short Name: PS_1A	Full Name: Purchase & Sale Agreement	Template Type: Master
Version: Rev. 8/2021	Category: Purchase Sale Forms	Office Template Description: _____

▼ Document Users

▼ Transaction Users

Document Preview – Page 1 only Print Type:  Proof  Final  Revisions Print Preview (Proof) Fill Out Document Modify Document

Click on the down arrows to expand the condensed sections and view the users



**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

**SPECIFIC TERMS**

Reference Date: \_\_\_\_\_

Offer Expiration Date: \_\_\_\_\_ 5:00pm (the third day after Reference Date, if not completed)



Preview the first page of your document



# FILLING OUT YOUR FORMS

## Document Detail – Document Preview

Fill out the form fields



Document Preview – Page 1 only

Print Type:  Proof  Final  Revisions

Print Preview (Proof) Fill Out Document Modify Document

Print Preview: Will render a pdf for you to download or print.

Proof: Will print your changes in **BLUE**

Final: Will print your changes in **BLACK**

Revisions: Will print an annotated copy of your form followed by a time-stamped table of all changes made to the document.

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PURCHASE & SALE AGREEMENT**

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**SPECIFIC TERMS**

Reference Date: \_\_\_\_\_

Offer Expiration Date: \_\_\_\_\_ 5:00pm (the third day after Reference Date, if not completed)

1. **PROPERTY:** The Property is legally described on Exhibit A. Address: 123 Test St \_\_\_\_\_  
City of Lynnwood, Snohomish County, Washington. Tax Parcel No(s): \_\_\_\_\_  
**Included Personal Property:**  None;  If on and used in connection with the Property, per Section 25  
(None, if not completed).

2. **BUYER(S):** Buyer  
a(n) \_\_\_\_\_

3. **SELLER(S):** Seller  
a(n) \_\_\_\_\_

Modify the boiler plate text

The 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 to make your changes there.



# FILLING OUT YOUR FORMS

## Fill Out Document

Fill Out Document *Master, PS\_1A - Purchase & Sale Agreement*

Modify Document

Save

Done

### SPECIFIC TERMS

Reference Date:

Offer Expiration Date:  5:00pm (the third day after Reference Date, if not completed)

**PROPERTY:** The Property is legally described on Exhibit A. Address: 123 Test St

1. City of Lynnwood, Snohomish County, Washington. Tax Parcel No(s):

Included Personal Property:  None;  If on and used in connection with the Property, per Section 25 (None, if not completed).

**BUYER(S):** Buyer

2.  a(n)

**SELLER(S):** Seller

3.  a(n)

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

Click Save to save changes.

Click Done to exit screen and return to Document Detail.

Click 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.









# **MODIFYING YOUR DOCUMENTS**


# MODIFYING YOUR DOCUMENTS

## Reference Guide

 Strike through text line

 Font Increase

 Font Decrease

 Edit Text Line

 Add Component


 Show Tracked Changes

 Align Left/Center/Right

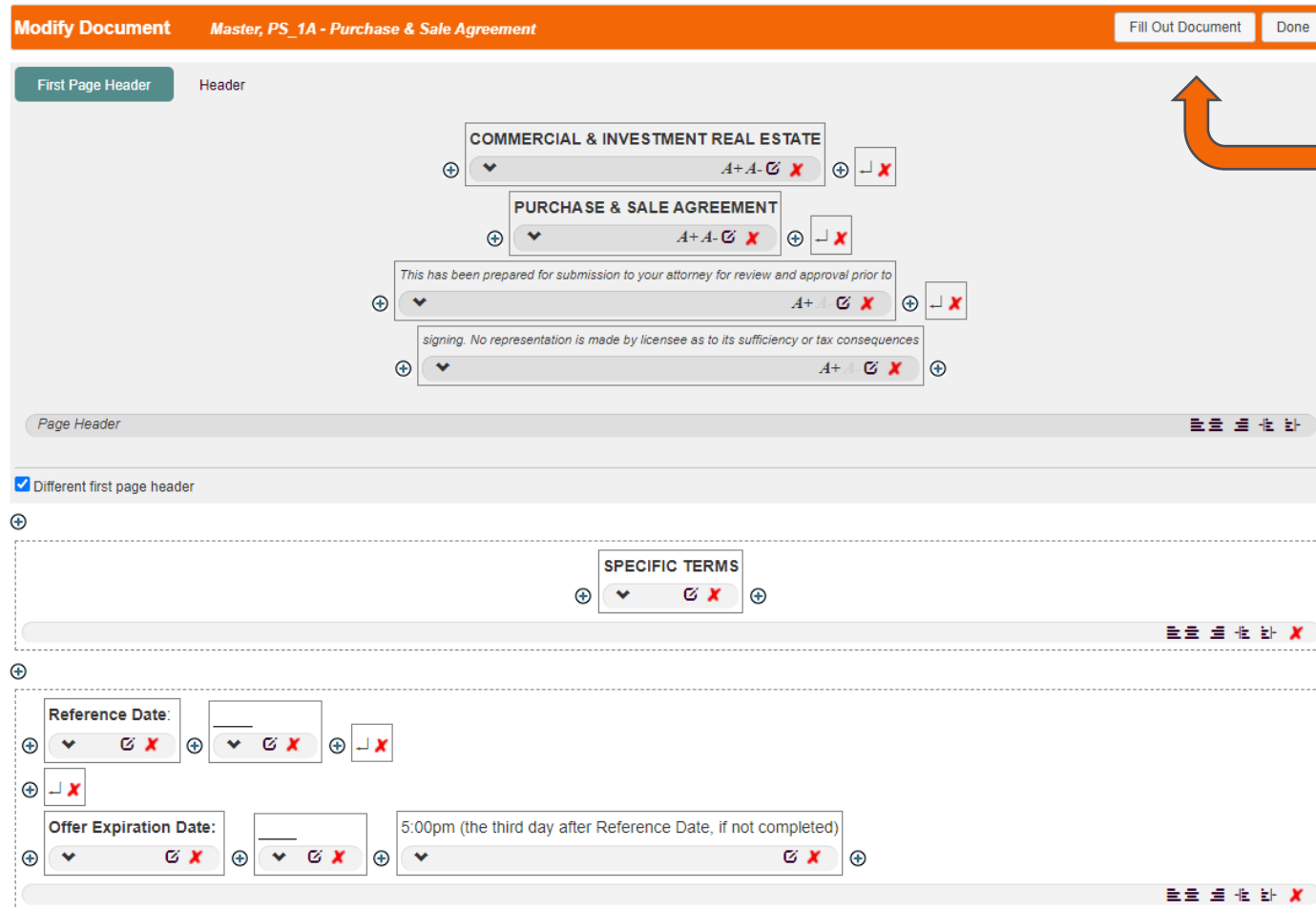


# MODIFYING YOUR DOCUMENTS

## Overview

Click any  to add any form component:

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



Modify Document Master, PS\_1A - Purchase & Sale Agreement

Fill Out Document Done

First Page Header Header

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

Page Header


Different first page header


SPECIFIC TERMS

Reference Date:

Offer Expiration Date: 5:00pm (the third day after Reference Date, if not completed)

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


Click  to strike through text lines/paragraphs.

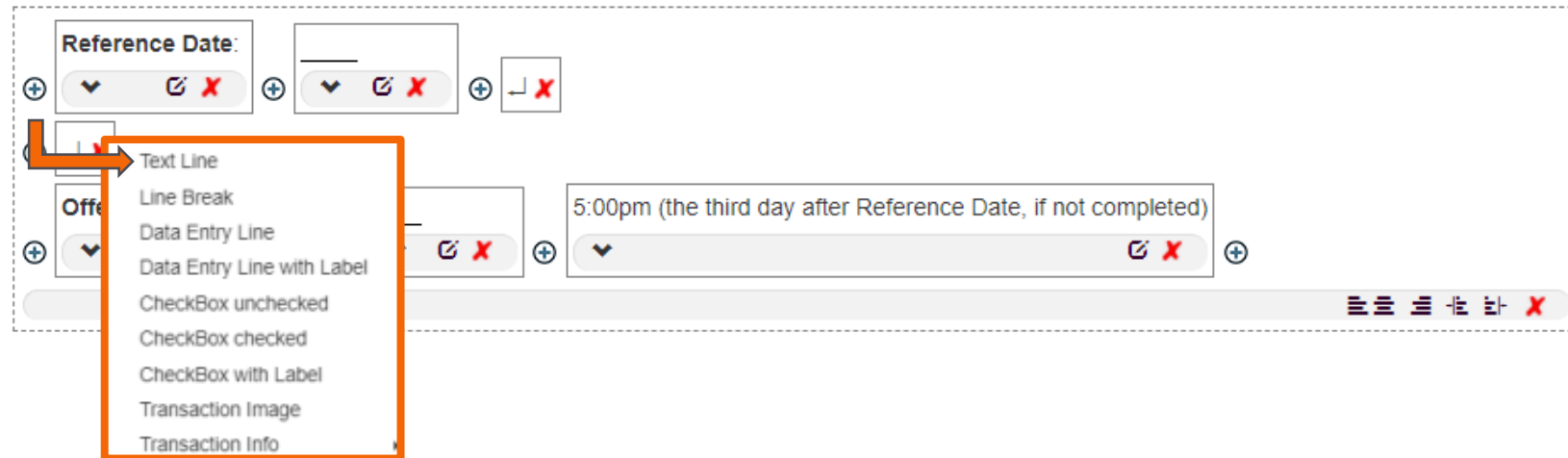
Click  to edit the text lines/add your own text.



# MODIFYING YOUR DOCUMENTS

## Adding Text

Click  to add a form component and select text line.





The screenshot shows a form editor interface with a dashed border. At the top, there is a label "Reference Date:" followed by a text input field and a plus icon. Below this, there is a dropdown menu with a plus icon. An orange arrow points from the plus icon to the dropdown menu. The dropdown menu is open and contains the following options: Text Line, Line Break, Data Entry Line, Data Entry Line with Label, CheckBox unchecked, CheckBox checked, CheckBox with Label, Transaction Image, and Transaction Info. The "Text Line" option is highlighted. In the background, there is a form with a text input field containing the text "5:00pm (the third day after Reference Date, if not completed)".

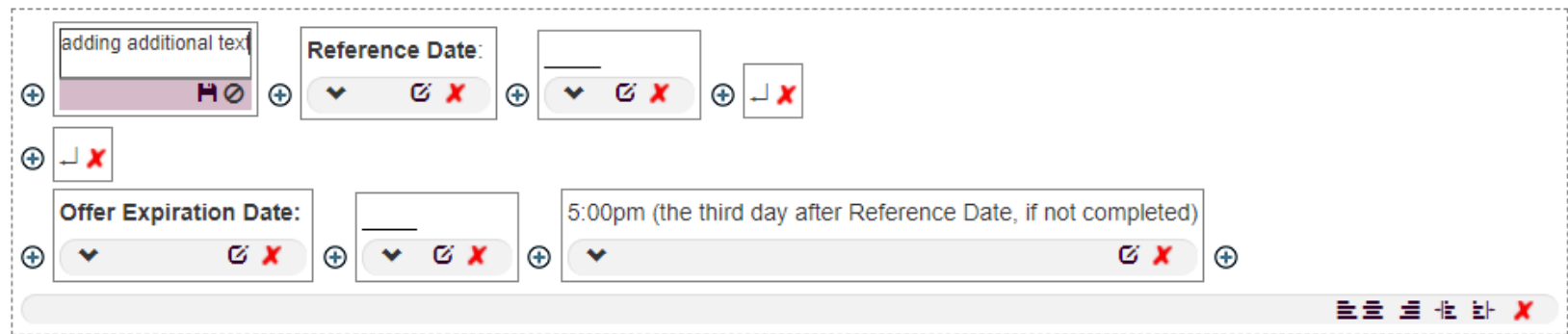




# MODIFYING YOUR DOCUMENTS

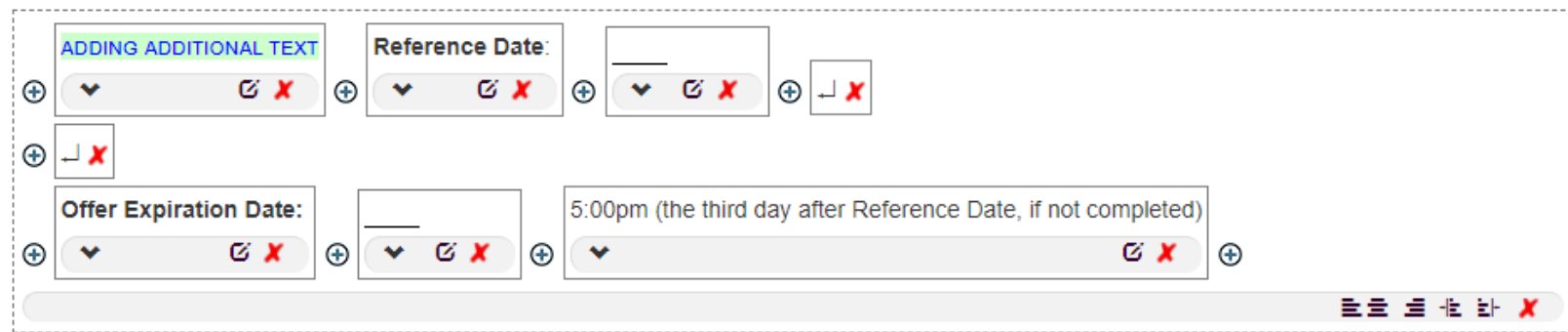
## Adding Text

Add your new text in the text box. Click  to save. Click  to cancel.



The screenshot shows a dialog box with a dashed border. At the top, there is a text input field containing "adding additional text". Below it are three fields: "Reference Date:" (empty), a date selection dropdown (empty), and a time selection dropdown (set to "5:00pm (the third day after Reference Date, if not completed)"). Each field has a dropdown arrow, a save icon, and a cancel icon. To the right of the "Reference Date" field is a close icon. Below the fields are three icons: a save icon, a cancel icon, and a close icon.

Once you save, your added text will appear in blue capital letters on the modify document screen.




The screenshot shows the same dialog box as above, but the text in the top input field is now "ADDING ADDITIONAL TEXT" in blue capital letters. The other fields and icons remain the same.



# MODIFYING YOUR DOCUMENTS

## Adding Text

 **CBA**  
20700 44th Ave. W Ste 550  
Lynnwood, WA 98036  
Phone: 425-820-3348  
Fax: 425-821-9494

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Association  
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Form: PS\_1A  
Purchase & Sale Agreement  
Rev. 8/2021  
Page 1 of 17

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

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#### SPECIFIC TERMS

**ADDING ADDITIONAL TEXT** Reference Date: \_\_\_\_\_

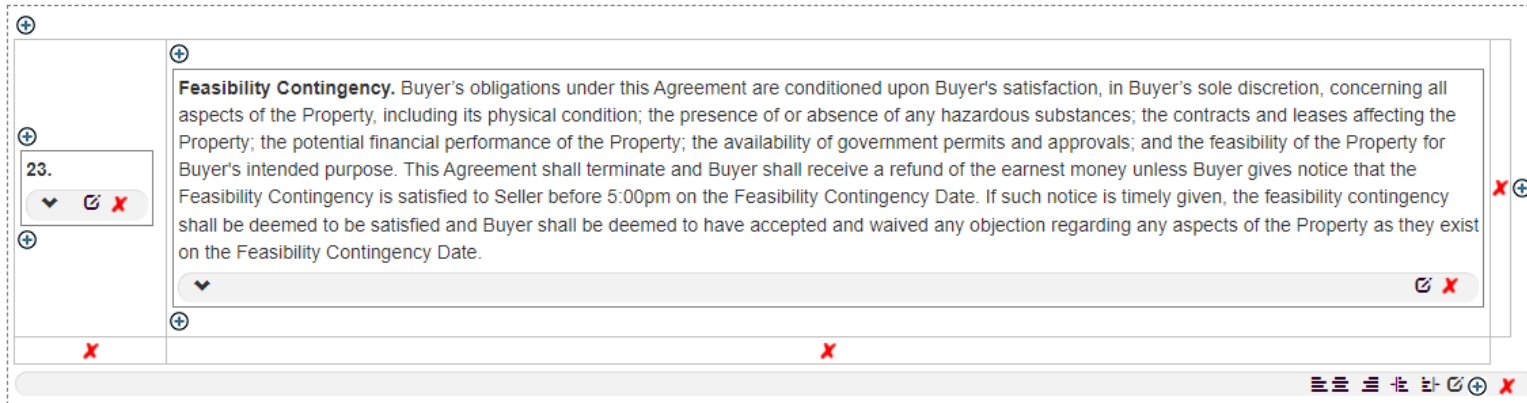
Offer Expiration Date: \_\_\_\_\_ 5:00pm (the third day after Reference Date, if not completed)


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.

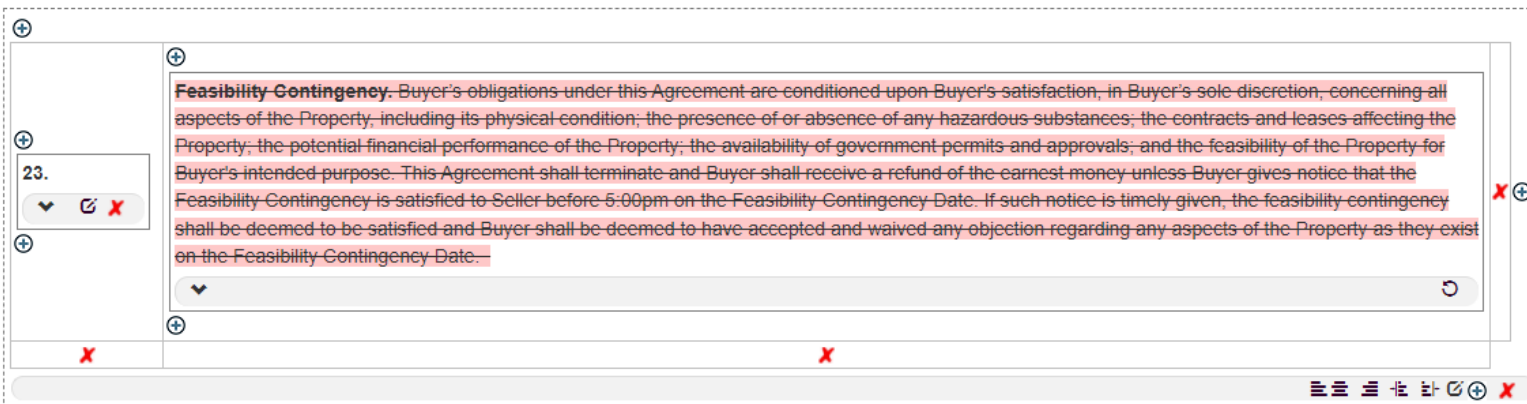



# MODIFYING YOUR DOCUMENTS

## Striking Text



Click  to strike the text.



Click  to reverse any changes.




# MODIFYING YOUR DOCUMENTS

## Adding Attachments

### Transaction Detail

Edit Done

Office Name: CBA Office ID: 999300 Transaction #: 000058264  
Transaction Category: Created Date: 3/14/2022 Closing Date:  
Transaction Type: Purchase and Sale Listing #: Closed:   
Buyer/Tenant Name: Buyer  
Seller/Landlord Name: Seller  
Property Address: 123 Test St Suite:  
City: Lynnwood State: WA  
County: Snohomish Zip Code: 98036





Transaction Office Logo  
Office Default:  Use This Instead:

### Transaction Users

### Document Users

### 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. 8/2021	<input checked="" type="checkbox"/>	   

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

### Attachments

New Attachment

*Transaction does not have any attachments.*

On the Transaction Detail page scroll down to Attachments and select “New Attachment”







# MODIFYING YOUR DOCUMENTS

## Adding Attachments

**Create Attachment** Save Cancel

Office Name: CBA Listing #: Transaction #: 000058264

Transaction Category: Transaction Type: Purchase and Sale

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

Attachment Detail

Name: Test Active:

Original File Name: Plat Map.jpg Browse

Note: Plat map

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In order to upload a new attachment, you will need to give it a name, browse for the file, and then save your changes. You can also add a note.

**Attachment Detail** Edit Done

Office Name: CBA Listing #: Transaction #: 000058264

Transaction Category: Transaction Type: Purchase and Sale

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

Attachment Detail

Name: Test Active:

Original File Name: [Plat Map.jpg](#)

Note: Plat map

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Once you save your attachment you will move into the attachment detail screen.

You can view your attachment by clicking on the blue hyperlink.

NOTE: Only image file types (JPG, PNG, etc.) can be embedded into your documents. PDFs will be attached separately in your e-mail.

Click Done when finished.



# MODIFYING YOUR DOCUMENTS

## Embedding an Image

Documents <span style="float: right;">Print Documents Add Documents</span>								
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. 8/2021	<input checked="" type="checkbox"/>	

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

To embed your image, open the document.

Document Preview – Page 1 only Print Type:  Proof  Final  Revisions 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*


Once in Document Detail, scroll to the document preview section and select “Modify Document”



# MODIFYING YOUR DOCUMENTS

## Embedding an Image

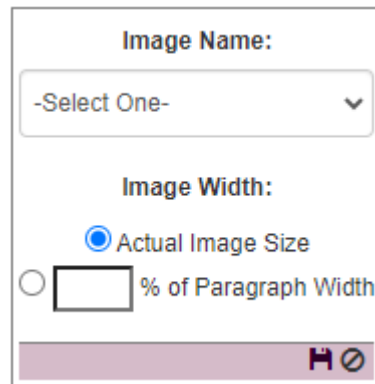



Scroll to the section where you would like to embed your image. Click the  to add a form component where you want your image to appear. Select Transaction Image from the drop down that appears.



# MODIFYING YOUR DOCUMENTS

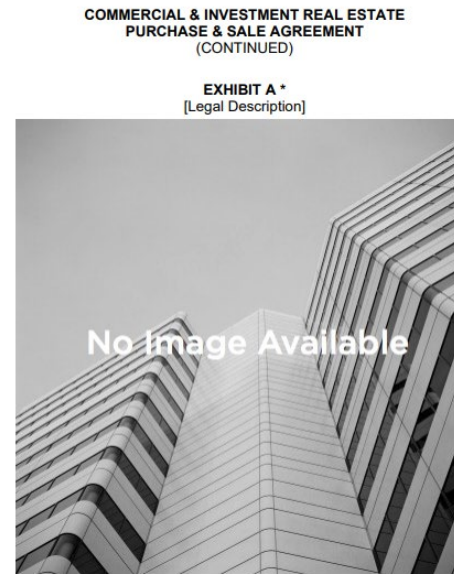
## Embedding an Image



Select the image from the drop-down menu under “Select One” and set your image sizing. Click  to save. If your image does not appear here, refer to pages [24-26](#) and add it as an attachment first.



This is how it will appear in the Modify Document screen.

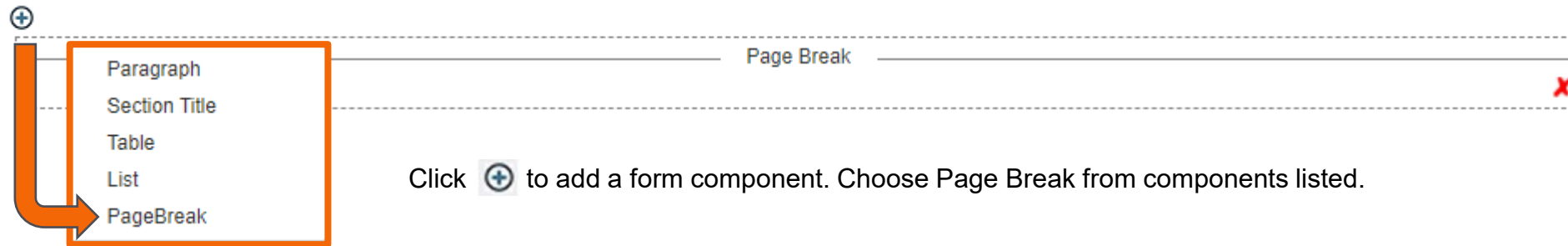


This is how it will appear in the document when you select the print preview.




# MODIFYING YOUR DOCUMENTS

## Adding a Page Break



The diagram illustrates the process of adding a page break. On the left, a small grey circle with a plus sign (+) is shown. An orange L-shaped arrow points from this icon to a dropdown menu. The dropdown menu is a white box with an orange border containing the following options: Paragraph, Section Title, Table, List, and PageBreak. An orange arrow points from the 'PageBreak' option to a horizontal dashed line representing a page break in a document. The text 'Page Break' is centered on this line. A red 'X' is located at the right end of the dashed line.

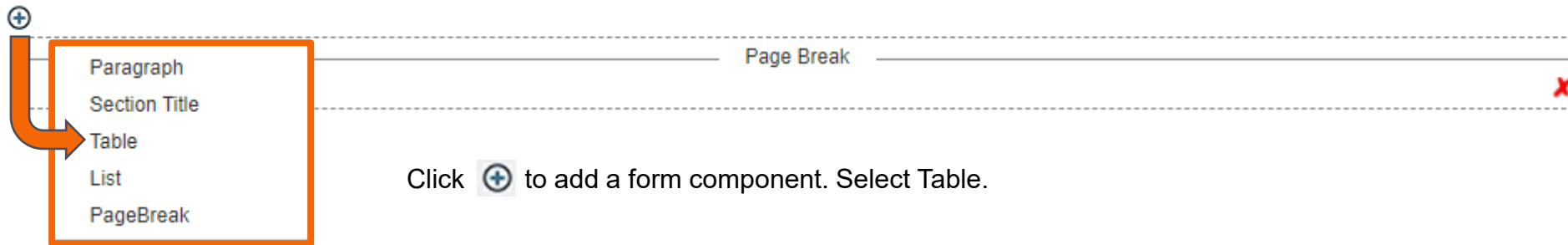
Click  to add a form component. Choose Page Break from components listed.







# MODIFYING YOUR DOCUMENTS

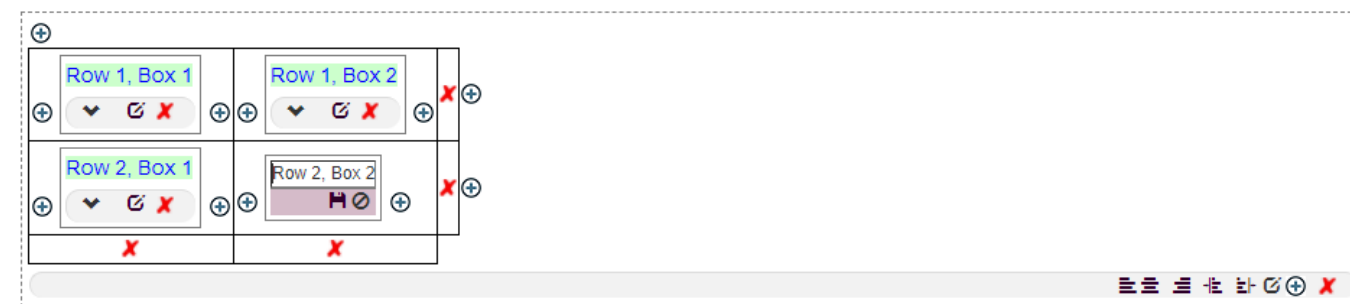
## Adding a Table



Click  to add a form component. Select Table.



Initially your table will look like this. Click  to add text lines or add data entry fields.



This is what your table will look like in modify document as you add your text.





# MODIFYING YOUR DOCUMENTS

## Adding a Table

The image displays three sequential screenshots of a table editor interface, illustrating how to modify a table structure.

- Top Screenshot:** Shows a 2x2 table with cells labeled "Row 1, Box 1", "Row 1, Box 2", "Row 2, Box 2", and "Row 2, Box 2". Each cell contains a dropdown arrow, a copy icon, and a delete icon. A "Hide Grid Lines" tooltip is visible over the bottom-right corner of the table.
- Middle Screenshot:** Shows the same 2x2 table. A new row has been added below it, and a tooltip labeled "Add Table Row" points to the new row's handle.
- Bottom Screenshot:** Shows the 2x3 table after a new column has been added to the right. A tooltip labeled "Add Column" points to the new column's handle.

Hover over the  and  tools to remove table grid lines and add rows/columns.





**PRINT PREVIEW &  
DOWNLOAD YOUR  
DOCUMENTS**





# PREVIEW & DOWNLOAD YOUR DOCUMENTS

**Documents** Preview and Download 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. 1/2011	<input checked="" type="checkbox"/>	⋮ 📄 📧 🗑️
PSA	Addendum/Amendment to PSA	Purchase Sale Forms			Master	Rev. 1/2011	<input checked="" type="checkbox"/>	⋮ 📄 📧 🗑️

View: 1-2 of 2

1. Click Preview and Download Documents.

2. Select your Print Type. Proof: Will print modified changes in **BLUE**. Final: Will print modified changes in **BLACK**.

3. Select your forms in the Documents section. Select the Revisions Report if desired. The Revisions Report is an annotated copy of your form followed by a time-stamped list of all changes made.

4. Download Selected Documents will download your forms to a compressed zip file in your computer's Downloads folder.

Print Preview will open the documents in separate tabs for you to preview and print.

**Document Print Select**

Office Name: CBA Listing#: Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 Selected   Print Type:  Proof  Final

**Documents**

<input type="checkbox"/>	Document Short Name ▲	Document Full Name	Document Category	Document Note	Template Type	Version Name	Active	Revisions Report
<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PSA	Addendum/Amendment to PSA	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

View: 1-2 of 2

**Attachments**

<input type="checkbox"/>	Attachment Name ▲	Original File Name	Active

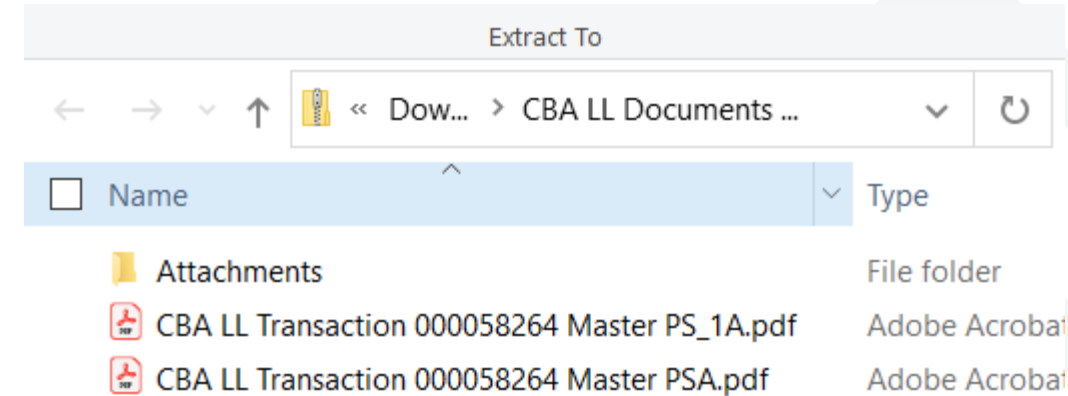
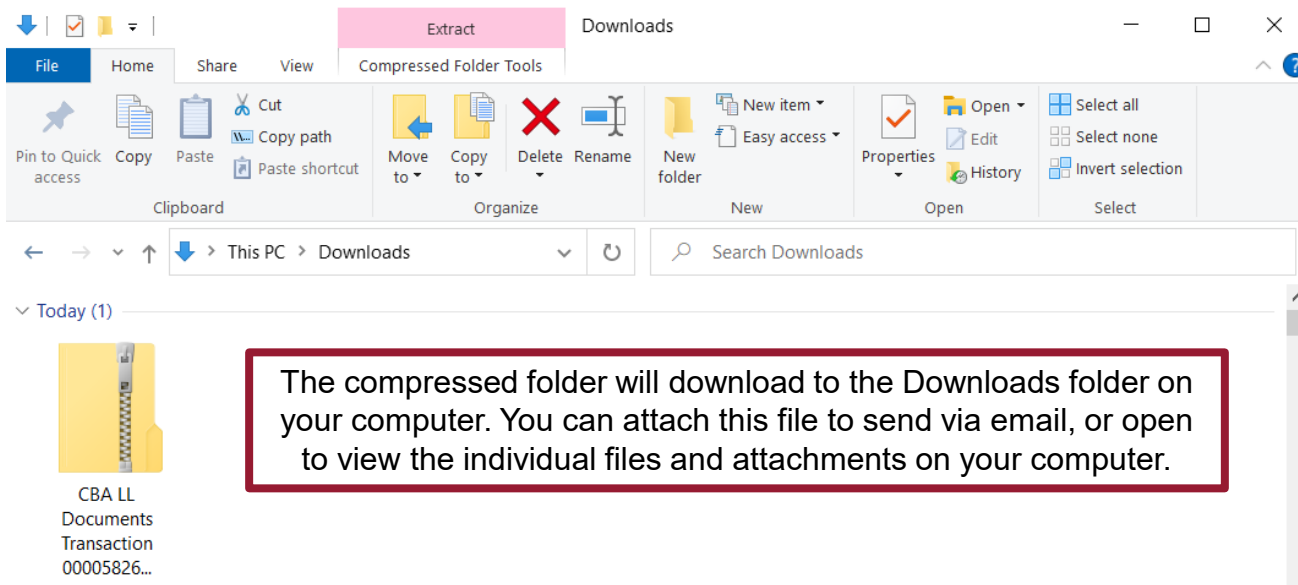
View: 1-0 of 0





# PREVIEW & DOWNLOAD YOUR DOCUMENTS

## Downloading Your Documents—Your Compressed File



The compressed folder will have your forms listed by transaction number followed by the form name.

Any attachments will be in the Attachment folder. Attachments are located in the Attachments folder.


Tip: You may use your PDF software to combine the documents in a preferred order.



# PREVIEW & DOWNLOAD YOUR DOCUMENTS

## Print Preview

RenderPDF 1 / 17 100%

 **CBA**  
20700 44th Ave. W Ste 550  
Lynnwood, WA 98036  
Phone: 425-820-3348  
Fax: 425-821-9494

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Form: PS\_1A  
Purchase & Sale Agreement  
Rev. 8/2021  
Page 1 of 17

**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*

**SPECIFIC TERMS**

Reference Date: \_\_\_\_\_

Offer Expiration Date: \_\_\_\_\_ 5:00pm (the third day after Reference Date, if not completed)


1. **PROPERTY:** The Property is legally described on Exhibit A. Address: 123 Test St \_\_\_\_\_  
City of Lynnwood, Snohomish County, Washington. Tax Parcel No(s): \_\_\_\_\_  
**Included Personal Property:**  None;  If on and used in connection with the Property, per Section 25  
(None, if not completed).


2. **BUYER(S):** Buyer  
a(n) \_\_\_\_\_

3. **SELLER(S):** Seller  
a(n) \_\_\_\_\_

4. **PURCHASE PRICE:** \$ \_\_\_\_\_ Dollars  
Payable as:  Cash;  Financing (attach CBA Form PS\_FIN);  Other: \_\_\_\_\_

5. **EARNEST MONEY:** \$ \_\_\_\_\_ Dollars; Held by:  Selling Firm;  Closing Agent  
**Form of Earnest Money:**  Wire/Electronic Transfer;  Check;  Note (attach CBA Form PS\_EMN);   
Other: \_\_\_\_\_  
**Earnest Money Due Date:**  \_\_\_\_\_ days after Mutual Acceptance;  \_\_\_\_\_ days after the Feasibility  
Contingency Date; or  \_\_\_\_\_

Click  to download your form from this screen.


Click  to print your form from this screen.





# REVISIONS REPORT

# REVISIONS REPORT

 **CBA**  
20700 44th Ave. W Ste 550  
Lynnwood, WA 98036  
Phone: 425-820-3348  
Fax: 425-821-9494

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Form: PS\_1A  
Purchase & Sale Agreement  
Rev. 8/2021  
Page 1 of 17

**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*

## SPECIFIC TERMS

Reference Date: [-0001] date

Offer Expiration Date: [-0002] date 5:00pm (the third day after Reference Date, if not completed)


- PROPERTY:** The Property is legally described on Exhibit A. Address: 123 Test St  
City of Lynnwood, Snohomish County, Washington. Tax Parcel No(s): [-0003] parcel  
Included Personal Property:  None;  If on and used in connection with the Property, per Section 25  
(None, if not completed).
- BUYER(S):** TBD  
[-0004]a(n) individual
- SELLER(S):** Seller  
[-0005]a(n) corporation
- PURCHASE PRICE:** [-0006] \$ 1,000,000 Dollars  
Payable as:  Cash;  Financing (attach CBA Form PS\_FIN);  Other: \_\_\_\_\_
- EARNEST MONEY:** \$ \_\_\_\_\_ Dollars; Held by:  Selling Firm;  Closing Agent  
**Form of Earnest Money:**  Wire/Electronic Transfer;  Check;  Note (attach CBA Form PS\_EMN);  Other: \_\_\_\_\_  
**Earnest Money Due Date:**  \_\_\_\_\_ days after Mutual Acceptance;  \_\_\_\_\_ days after the Feasibility Contingency Date; or  \_\_\_\_\_
- FEASIBILITY CONTINGENCY DATE:**  \_\_\_\_\_;  \_\_\_\_\_ (30 days after Mutual Acceptance if not completed.)
- CLOSING DATE:**  \_\_\_\_\_;  \_\_\_\_\_ days after \_\_\_\_\_
- CLOSING AGENT:** \_\_\_\_\_
- TITLE INSURANCE COMPANY:** \_\_\_\_\_
- DEED:**  Statutory Warranty Deed; or  Bargain and Sale Deed.
- POSSESSION:**  on closing;  Other: \_\_\_\_\_ (on closing if not completed).
- SELLER CITIZENSHIP (FIRPTA):** Seller  is;  is not a foreign person for purposes of U.S. income taxation.

INITIALS: Buyer \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_  
Buyer \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_

The Revisions Report is a comprehensive report of all the changes made to your document.

The first pages will be the form in its final state with annotations where changes were made.

The next section indicates the change made and the date, time, and author of the change.

 **CBA**  
20700 44th Ave W Ste 550  
Lynnwood, WA 98036  
Phone: 425-820-3348  
Fax: 425-821-9494

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Form: PS\_1A  
Purchase & Sale Agreement  
Rev. 8/2021

## Document Revisions Addendum

UCL = User Change Level (1-Transaction User, 2-Transaction User Maintenance, 3-Admin, Blank-Not Recorded)

### [-0001] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail
1	8/4/2022 12:12:37 PM	Change	Megan Reuther	3	DATE

### [-0002] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail
1	8/4/2022 12:12:37 PM	Change	Megan Reuther	3	DATE

### [-0003] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail
1	8/4/2022 12:12:37 PM	Change	Megan Reuther	3	PARCEL

### [-0004] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail
1	8/4/2022 12:12:37 PM	Change	Megan Reuther	3	INDIVIDUAL

### [-0005] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail
1	8/4/2022 12:12:37 PM	Change	Megan Reuther	3	CORPORATION

### [-0006] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail
1	8/4/2022 12:12:37 PM	Change	Megan Reuther	3	1,000,000

# REVISIONS REPORT

Document Preview – Page 1 only

Print Type:  Proof  Final

Revisions

Print Preview (Revisions)

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*

### SPECIFIC TERMS

Reference Date: [~0001] date

Offer Expiration Date: [~0002] date 5:00pm (the third day after Reference Date, if not completed)

- PROPERTY:** The Property is legally described on Exhibit A. Address: 123 Test St  
City of Lynnwood, Snohomish County, Washington. Tax Parcel No(s): [~0003] parcel  
**Included Personal Property:**  None;  If on and used in connection with the Property, per Section 25  
(None, if not completed).
- BUYER(S):** TBD  
[~0004] a(n) individual
- SELLER(S):** Seller  
[~0005] a(n) corporation
- PURCHASE PRICE:** [~0006] \$ 1,000,000 Dollars  
Payable as:  Cash;  Financing (attach CBA Form PS\_FIN);  Other: \_\_\_\_\_
- EARNEST MONEY:** \$ \_\_\_\_\_ Dollars; Held by:  Selling Firm;  Closing Agent  
**Form of Earnest Money:**  Wire/Electronic Transfer;  Check;  Note (attach CBA Form PS\_EMN);   
Other: \_\_\_\_\_  
**Earnest Money Due Date:**  \_\_\_\_\_ days after Mutual Acceptance;  \_\_\_\_\_ days after the Feasibility  
Continuance Date or \_\_\_\_\_



To access the Revisions Report, open the document, select the Revisions button from the Document Preview and click Print Preview (Revisions) to launch the PDF.






# REVISIONS REPORT

RenderPDF 1 / 19 100%

 **CBA**  
20700 44th Ave. W Ste 550  
Lynnwood, WA 98036  
Phone: 425-820-3348  
Fax: 425-821-9494

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Form: PS\_1A  
Purchase & Sale Agreement  
Rev. 8/2021  
Page 1 of 17

**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*

**SPECIFIC TERMS**



**Reference Date:** [~0001] date

**Offer Expiration Date:** [~0002] date 5:00pm (the third day after Reference Date, if not completed)

1. **PROPERTY:** The Property is legally described on Exhibit A. Address: 123 Test St  
City of Lynnwood, Snohomish County, Washington. Tax Parcel No(s): [~0003] parcel  
**Included Personal Property:**  None;  If on and used in connection with the Property, per Section 25 (None, if not completed).

2. **BUYER(S):** TBD  
[~0004]a(n) individual

3. **SELLER(S):** Seller  
[~0005]a(n) coporation

Click  to download your report and  to print.



# REVISIONS REPORT

**Document Print Select** Cancel

Office Name: CBA Listing#: Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 Selected Download Selected Documents Print Preview Selected Print Type:  Proof  Final

---

**Documents**

<input type="checkbox"/>	Document Short Name ▲	Document Full Name	Document Category	Document Note	Template Type	Version Name	Active	Revisions Report
<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PSA	Addendum/Amendment to PSA	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

View: 1-2 of 2

The Revisions Report is also available on the Document Print Select (for download and preview) and on the Document Email Select.

**Document Email Select** Cancel

Office Name: CBA Listing#: Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 Selected Email Documents Print Preview Print Type:  Proof  Final Note to recipient:

CC Self:  CC Transaction Users:  Send to:  (, to separate)

---

**Documents**

<input type="checkbox"/>	Document Short Name ▲	Document Full Name	Document Category	Document Note	Template Type	Version Name	Active	Revisions Report
<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PSA	Addendum/Amendment to PSA	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

View: 1-2 of 2



# EMAILING YOUR DOCUMENTS



# EMAILING YOUR DOCUMENTS

**Documents** Preview and Download Documents **Email 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. 1/2011	<input checked="" type="checkbox"/>	⋮ 🖨️ ✎️ 🗑️
PSA	Addendum/Amendment to PSA	Purchase Sale Forms			Master	Rev. 1/2011	<input checked="" type="checkbox"/>	⋮ 🖨️ ✎️ 🗑️

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

**Document Email Select** Cancel

Office Name: CBA Listing#: Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 Selected Email Documents Print Preview Print Type:  Proof  Final Note to recipient:

CC Self:  CC Transaction Users:  Send to:  (, to separate)

**Documents**

<input type="checkbox"/>	Document Short Name ▲	Document Full Name	Document Category	Document Note	Template Type	Version Name	Active	Revisions Report
<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PSA	Addendum/Amendment to PSA	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

**Attachments**

<input type="checkbox"/>	Attachment Name ▲	Original File Name	Active

Page: 1 of 0 25 View: 1-0 of 0

1. Click [Email Documents](#) from the Transaction Detail page.

2. Select your [Print Type](#). Proof: Will print modified changes in **BLUE**. Final: Will print modified changes in **BLACK**.

3. [Select your forms in the Documents section](#). Select to include the [Revisions Report](#) if desired. The Revisions Report is an annotated copy of your form followed by a time-stamped list of all changes made.

4. Fill in the [Send to](#), separating multiple email addresses with a comma. Select to CC yourself and other transaction users.

4. Click [Email Documents](#) to send an email with your forms in a compressed zip file to the email address(es) you entered.

Click [Print Preview](#) to open the documents in separate tabs to preview.





# EMAILING YOUR DOCUMENTS

**Document Email Select**
Cancel

Office Name: CBA Listing#: Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 Selected Email Documents Print Preview

Print Type:  Proof  Final

CC Self:  CC Transaction Users:

Note to recipient:

**Documents**

<input type="checkbox"/>	Document Short Name ▲	Document Full Name	Document Category	Document Note	Template Type	Version Name	Active	Revisions Report
<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PSA	Addendum/Amendment to PSA	Purchase Sale Forms		Master	Rev. 1/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>

View: 1-2 of 2

**Attachments**

<input type="checkbox"/>	Attachment Name ▲	Original File Name	Active

View: 1-0 of 0

CC Self is selected by default. This will send you a copy of your email.

CC Transaction Users will send a copy to all users invited to view or edit your transaction.

Send to: type the email address(es) of the recipients of your form(s). Multiple addresses should be separated by a comma. This will send an email with your forms in a compressed zip file.

Note to recipient: Include any message to your recipient. The default message "Attached you will find documents relating to transaction XXX. Thank you for using Legal Library PRO!"



# EMAILING YOUR DOCUMENTS

Emails from the library will come from [no-reply@commercialmls.com](mailto:no-reply@commercialmls.com). These are often directed to your email's Junk folder. Please review your email server settings to label messages as safe sender, or always allow to inbox.

## CBA Legal Library PRO Transaction 000000171



no-reply@commercialmls.com(no-rep

To Megan Reuther

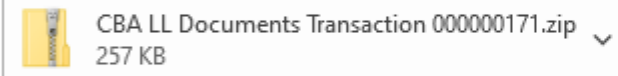
Cc Megan Reuther

Retention Policy Junk Email (30 days)

Expires 9/3/2023



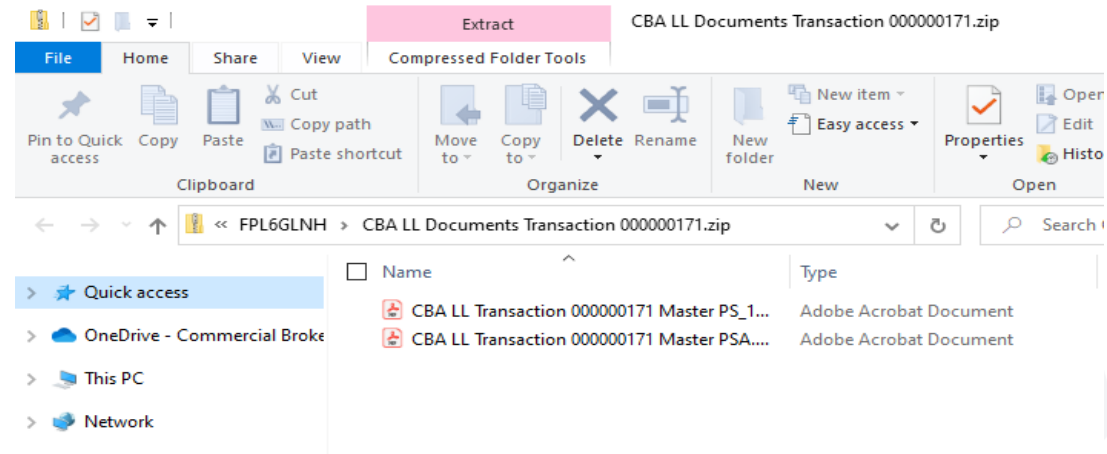
We could not verify the identity of the sender. [Click here to learn more.](#)  
The actual sender of this message is different than the normal sender. [Click here to learn more.](#)



Hello

Attached you will find documents relating to transaction 000000171.

Thank you for using CBA Legal Library PRO!








# INVITING USERS

# INVITING USERS

## Inviting Users to Your Transaction

Click the  arrow to expand the Transaction Users menu.

Transaction Users




Document Users

Click Invite User

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
Bunny	Bugs	CBA		<input checked="" type="checkbox"/>	Fill Out & Edit	<input checked="" type="checkbox"/>	   

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





# INVITING USERS

## Understanding User Types

### Transaction Users

- Has access all documents & attachments within the transaction
- Can have view only access
- Can have fill out & edit access
- Can be a CBA member or non-member

### Transaction Maintenance Users

- Has access to all documents within the transaction
- Can add documents & attachments to the transaction
- Can remove documents & attachments from the transaction
- Has fill out & edit access
- Must be an active CBA member in the same office that the transaction was created

### Document Users



- Has access to view specific documents
- Can have view only access
- Can have fill out & edit access
- Can be a CBA member or a non-member
- Cannot add new forms or attachments



# INVITING USERS

## The Invitation

CBA Legal Library PRO Transaction Document Invitation for Transaction ID: 000058264

 info@commercialmls.com  
To  Megan Reuther

 Reply  Reply All  Forward  

Tue 3/15/2022 11:49 AM

Hello Megan

Your document access to the transaction noted above has been changed.

Please log into your [CBA Legal Library PRO Account](#)

Thank you for using CBA Legal Library PRO!









Invited users can click on the link in the email to go to CBA's Legal Library PRO site. CBA members will log in with their CBA credentials, and non-members will use their email address and establish a password when they first log in.







# INVITING USERS

## The Actions Pane

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
Bunny	Bugs	CBA		<input checked="" type="checkbox"/>	Fill Out & Edit	<input checked="" type="checkbox"/>	   
Reuther	Megan	CBA	megan@commercialmls.com	<input checked="" type="checkbox"/>	Fill Out & Edit	<input checked="" type="checkbox"/>	   

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

-  Will re-send the user invitation.
-  View when the transaction was created and date of the last sent invitation.
-  Edit the access level.
-  Revoke access.





# **REVIEW & ACCEPT CHANGES**




# REVIEW & ACCEPT CHANGES

## Notification of Pending Revisions

### Legal Library Pending Revisions



no-reply@commercialmls.com

To  Megan Reuther

Transaction owners will be notified via email when users without transaction maintenance (users outside of their office) make changes to a form. Click on View Transaction to go directly to the modified document.

You are receiving this email because a party that you invited to transaction 191 has made changes to document PSA that require review. Click here to [View Transaction](#).

Document PSA will be highlighted in yellow. Click the document name to go into the Document Detail and then click on the Review & Accept Changes button. Click the checkmark to approve the change and the X to reject. At the bottom, all changes can be approved or rejected, and you can opt-out of further notices of changes to your document.

Once the changes have been reviewed, they will appear in the final document and the Review & Accept Changes button will no longer display on the Document Detail.



# REVIEW & ACCEPT CHANGES

## The Modified Document and Viewing Changes





### Document Users

### Documents

Preview and Download Documents

Email Documents

Add Documents

Document Short Name ▲	Document Full Name	Document Category	Document Note	Office Template Description	Template Type	Version Name	Active	Actions
PSA	Addendum/Amendment to PSA	Purchase Sale Forms			Master	Rev. 1/2011	<input checked="" type="checkbox"/>	   

Page: 1 of 1 25

The modified document will be highlighted in yellow. Click the document name, and then on Review & Accept Changes button.

### Document Preview – Page 1 only

Review & Accept Changes

Print Type:  Proof  Final  Revisions

Print Preview (Proof)

Fill Out Document

Modify Document

ADDENDUM/AMENDMENT TO  
PURCHASE AND SALE AGREEMENT  
CBA Text Disclaimer: Text deleted by licensee indicated by strike.  
New text inserted by licensee indicated by small capital letters.

The following is part of the Purchase and Sale Agreement dated \_\_\_\_\_, 20 \_\_\_\_\_ (the "Agreement") between



# REVIEW & ACCEPT CHANGES

## Document Revisions

Back

UCL = User Change Level (1-Transaction User, 2-Transaction User Maintenance, 3-Admin, Blank-Not Recorded)

[~0001] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail	Status
1	3/25/2024 10:14:28 AM	Change	R M	1	Proposed: MARCH 25	✓ ✗

[~0002] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail	Status
1	3/25/2024 10:14:28 AM	Change	R M	1	Proposed: 24	✓ ✗

Accept All Changes ✓

Accept All Changes AND Opt-Out of All Further Review for This Document:

I acknowledge that I am foregoing the opportunity to review changes and revisions by other parties with access to this document before such changes or revisions are incorporated in the final version of this document. ✓

Reject All Changes: ✗

The screenshot shows a document viewer interface. At the top, there is a navigation bar with a hamburger menu, page indicators (1 / 2), and icons for zooming, rotating, downloading, and printing. The document content includes the CBA logo and contact information: 'CBA 20700 44th Ave. W Ste 550 Lynnwood, WA 98036 Phone: 425-820-3348 Fax: 425-821-9494'. It also includes a copyright notice: '© Commercial Brokers Association ALL RIGHTS RESERVED' and 'Form: PSA Addendum/Amendment to PSA Rev. 1/2011 Page 1 of 1'. The main title is 'ADDENDUM/AMENDMENT TO PURCHASE AND SALE AGREEMENT' with a disclaimer: 'CBA Text Disclaimer: Text deleted by licensee indicated by strike. New text inserted by licensee indicated by small capital letters.' The document text reads: 'The following is part of the Purchase and Sale Agreement dated [-0001] March 25, 20 [-0002] 24 (the "Agreement") between Buyer/Tenant test ("Buyer") and Seller/Landlord test ("Seller") regarding the sale of the property known as (the "Property").' A red box highlights the change 'Proposed: MARCH 25' in the document text.

Proposed changes will appear on the left with a date and time stamp. On the right is where they occur in the form. To accept the change, click the green checkmark and to reject, click the red X. All changes can be approved or rejected at the bottom en masse, and further notices of changes can be opted-out.





# REVIEW & ACCEPT CHANGES

## Changes Reviewed

[Back](#) UCL = User Change Level (1-Transaction User, 2-Transaction User Main)

[~0001] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail	Status
1	3/25/2024 10:14:28 AM	Change	R M	1	Proposed: MARCH 25	change ✓

[~0002] Form Fill - Data Entry Line: Content

Rev.	Date and Time	Type	Revised By	UCL	Revision Detail	Status
1	3/25/2024 10:14:28 AM	Change	R M	1	Proposed: 24	change ✓

Accept All Changes ✓

Accept All Changes AND Opt-Out of All Further Review for This Document:  
I acknowledge that I am foregoing the opportunity to review changes and revisions by other parties with access to this document before such changes or revisions are incorporated in the final version of this document. ✓

Reject All Changes: ✗

Accept All Complete

Once changes have been accepted or rejected, click the Back button to return to the preview.



# REVIEW & ACCEPT CHANGES

## Changes Incorporated

Document Preview – *Page 1 only*

Print Type:  Proof  Final  Revisions

Print Preview (Proof)

Fill Out Document

Modify Document

ADDENDUM/AMENDMENT TO  
PURCHASE AND SALE AGREEMENT  
CBA Text Disclaimer: Text deleted by licensee indicated by strike.  
New text inserted by licensee indicated by small capital letters.

The following is part of the Purchase and Sale Agreement dated March 25, 20 24 (the "Agreement") between Buyer/Tenant test ("Buyer") and Seller/Landlord test ("Seller") regarding the sale of the property known as \_\_\_\_\_ (the "Property").

IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

Refresh your screen to see that the Review & Accept changes button has disappeared and the accepted changes are now showing in the document.







# **COPYING A SAVED TRANSACTION**

# COPYING A SAVED TRANSACTION

## Transaction Detail

Edit

Done

Office Name: CBA

Office ID: 999300

Transaction #: 000058264

Transaction Category:

Created Date: 3/14/2022

Closing Date:

Transaction Type: Purchase and Sale

Listing #:

Closed:

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

Property Address: 123 Test St

Suite:

City: Lynnwood

State: WA

County: Snohomish

Zip Code: 98036



Transaction Office Logo

Office Default:



Use This Instead:

Click the Copy Transaction button



# COPYING A SAVED TRANSACTION

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

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

Copy From \_\_\_\_\_  
 Transaction Category: \_\_\_\_\_      Transaction Type: Purchase and Sale      Listing #: \_\_\_\_\_  
 Buyer/Tenant Name: Buyer  
 Seller/Landlord Name: Seller  
 Property Address: 123 Test St  
 Lynnwood, WA 98036      County Snohomish

When finished, click Copy Transaction to complete the copy.

Copy To \_\_\_\_\_  
 Transaction Category:       Transaction Type:       Listing #:   
 Buyer/Tenant Name:   
 Seller/Landlord Name:   
 Property Address:   
 City:       State: WA  
 County:       Zip Code:

Select forms to copy—new version required means there has been a revision and the old version can no longer be copied. Instead, a blank, new form will be inserted into your transaction.

Click Set to Copy From if you want to copy these fields from the previous transaction. Fill in any new client or property address here instead of using the Copy From.

Copy forward your revised text and/or filled out fields. **CAUTION:** This will also copy over the time-stamped revision history. To copy the transaction with blank forms, do not check these boxes.

**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"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	Master	Rev. 8/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PSA	Addendum/Amendment to PSA	Purchase Sale Forms	Master	Rev. 7/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# COPYING A SAVED TRANSACTION

## Transaction Detail

Edit

Done

\*\*\* Copied Transaction \*\*\*

Office Name:	CBA	Office ID:	999300	Transaction #:	000058371
Transaction Category:		Created Date:	3/15/2022	Closing Date:	
Transaction Type:	Purchase and Sale	Listing #:		Closed:	<input type="checkbox"/>
Buyer/Tenant Name:	Buyer				
Seller/Landlord Name:	Seller				
Property Address:	123 Test St			Suite:	
City:	Lynnwood	State:	WA		
County:	Snohomish	Zip Code:	98036		



## Transaction Office Logo

Office Default:



Use This Instead:

The copied transaction will have a new transaction number and will display \*\*\*Copied Transaction\*\*\* in green above. The new transaction and its documents are now ready to use.





# **CUSTOM OFFICE TEMPLATES**



# CREATING A CUSTOM OFFICE TEMPLATE

Transactions

Templates

## Templates

Contains:

Document Category:

State:

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	State	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	WA				Master	Published	Rev. 8/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	  

Click Templates. Use the search filter to search for the form. Select the type of template to copy. Master templates are created by CBA. Office templates are modified by members in your office. Once you have located the correct form, click on it to open.





# CREATING A CUSTOM OFFICE TEMPLATE

## Template Detail

Print Full Template

Edit

Done

Document Full Name: Purchase & Sale Agreement

Document Short Name: PS\_1A

Document Version: Rev. 8/2021

Version Date: 9/10/2021

Active:

Version Active:

Document Category: Purchase Sale Forms

State: WA

Template Type:  Master  Office

Template Status:  Draft  Published

Published Date: 9/13/2021

Published By: Megan Reuther

Click to make a copy



# CREATING A CUSTOM OFFICE TEMPLATE

Copy Template

Copy Template

Done

## Copy From

Document Full Name: Purchase & Sale Agreement

Document Version: Rev. 8/2021

Template Type:  Master  Office

Template Status:  Draft  Published

Document Short Name: PS\_1A

State: WA

Document Category: Purchase Sale Forms

Version Active:

Office Name:

Office Template Description:

## Copy To

Document Full Name: Purchase & Sale Agreement

Document Version: Rev. 8/2021

Template Type:  Master  Office

Template Status:  Draft  Published

Document Short Name: PS\_1A

State: WA

Document Category: Purchase Sale Forms

Version Active:

Office Name:

CBA

Office Template Description:

*Required for clarity*

Everyone in your office can access customized templates, so indicate your name, or common use for this template. Click Copy Template at the top to copy.



# CREATING A CUSTOM OFFICE TEMPLATE

## Template Detail

Print Preview (Proof)

Edit

Done

\*\*\* Copied Template \*\*\*

Document Full Name: Purchase & Sale Agreement

Document Category: Purchase Sale Forms

Document Short Name: PS\_1A

State: WA

Document Version: Rev. 8/2021

Template Type:  Master  Office

Version Date: 9/10/2021

Version Active:

Template Status:  Draft  Published

Office Name: CBA

Published Date:

Office Template Description: Demo

Published By:

Active:



## Template Preview – Page 1 only

Print Type:  Proof  Final  Revisions

Print Preview (Proof)

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*

### SPECIFIC TERMS

Click Print Preview to view your changes in real time. Click Edit Template Content to modify the boiler-plate text and add your personalized content. Click Done at the top when you are finished.



# CREATING A CUSTOM OFFICE TEMPLATE

## Templates

Contains:

Document Category:

State:

Include Inactive Templates:

Template Type:  All  Master  Office

Template Status:  All  Draft  Published

Office Name:

Document Short Name	Document Full Name	Document Category	State	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	WA	CBA	999300	Demo	Office	Draft	Rev. 8/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PSA2	Purchase & Sale Addendum - Test	Purchase Sale Forms	WA	CBA	999300	Max's Test Template	Office	Draft	Rev. 1/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Click on the template you created. Only published templates are available for use in your transaction. To publish, click Edit and select Publish. Then click Save.

## Template Detail

Document Full Name: Purchase & Sale Agreement

Document Category: Purchase Sale Forms

Document Short Name: PS\_1A

State: WA

Document Version: Rev. 8/2021

Template Type:  Master  Office

Version Date: 9/10/2021

Version Active:

Template Status:  Draft  Published



# CREATING A CUSTOM OFFICE TEMPLATE

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

Page: 1 of 1 25

View: 1-1 of 1

To add your template, scroll down to the Documents section and click Add Documents. Search for your form and click Select to add it to your transaction. Fill out the forms as discussed in pages 6-33.

**Add Documents**
Done

Document Name Contains:

Document Category:

Template Type:  All  Master  Office

Office Name: CBA

Search Reset

---

1 Selected Add Document

Select	Previously Added	Document Short Name ▲	Document Full Name	Document Category	Office Template Description	Template Type	Published Date	Version Name	
<input type="checkbox"/>	<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	My Office	Office	2/22/2021	Rev. 7/2020	<span style="border: 1px solid #ccc; padding: 2px 5px;">View Page 1</span>
<input type="checkbox"/>	<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	Ashley's Form	Office	7/26/2021	Rev. 7/2020	<span style="border: 1px solid #ccc; padding: 2px 5px;">View Page 1</span>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	<span style="border: 2px solid #006400; padding: 2px;">Demo</span>	<span style="border: 2px solid #006400; padding: 2px;">Office</span>	3/15/2022	Rev. 8/2021	<span style="border: 1px solid #ccc; padding: 2px 5px;">View Page 1</span>



# CLAUSE LIBRARY





# CLAUSE LIBRARY

Transactions

Templates

Transactions

Clauses

Templates

New Transaction

Buyer/Tenant Name Contains:

From Updated Date:

Seller/Landlord Name Contains:

To Updated Date:

Access the Clause Library by mousing over Templates and select Clauses.

Clauses

New Clause

Search For:  Draft  Published

Clause Name:

*Start typing for list*

From Published Date:

1/1/2022

Office Name:

CBA




To Published Date:

Include Inactive Clauses:

Use the search screen to search saved clauses or click on the saved clauses below to view. To start a new clause, select New Clause.

Search

Reset

Clause Name ▲	Office Name	Published Date	Published By	Active	Actions
Demo	CBA	8/2/2022	Bugs Bunny	<input checked="" type="checkbox"/>	 
Demo 2	CBA	7/12/2022	Megan Reuther	<input checked="" type="checkbox"/>	 
Demo 3	CBA	7/12/2022	Megan Reuther	<input checked="" type="checkbox"/>	 



# CLAUSE LIBRARY

## Creating a New Clause

**New Clause** Save Cancel

Clause Name:  Publish Date:

Office: CBA Published By:

Clause Status:  Draft  **Published** Active:

Clause: **B** *I* U

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Publish Clause?** ✕

Published Clauses are available to Templates and Transaction Documents when also active. Publishing a Clause cannot be undone; changes to Office Name and Clause are not supported.

OK Cancel

1. Give your clause a name.
2. Enter your pre-constructed and pre-approved language into the text box provided.
3. Select Published—once published, you will be unable to edit your clause without making a copy.
4. Select Save.
5. Click OK to publish and activate your clause.



# CLAUSE LIBRARY

## Inserting Your Clause

Document Preview – Page 1 only

Print Type:  Proof  Final  Revisions

Print Preview (Proof)

Fill Out Document

Modify Document

ADDENDUM/AMENDMENT TO  
PURCHASE AND SALE AGREEMENT  
CBA Text Disclaimer: Text deleted by licensee indicated by strike.  
New text inserted by licensee indicated by small capital letters.

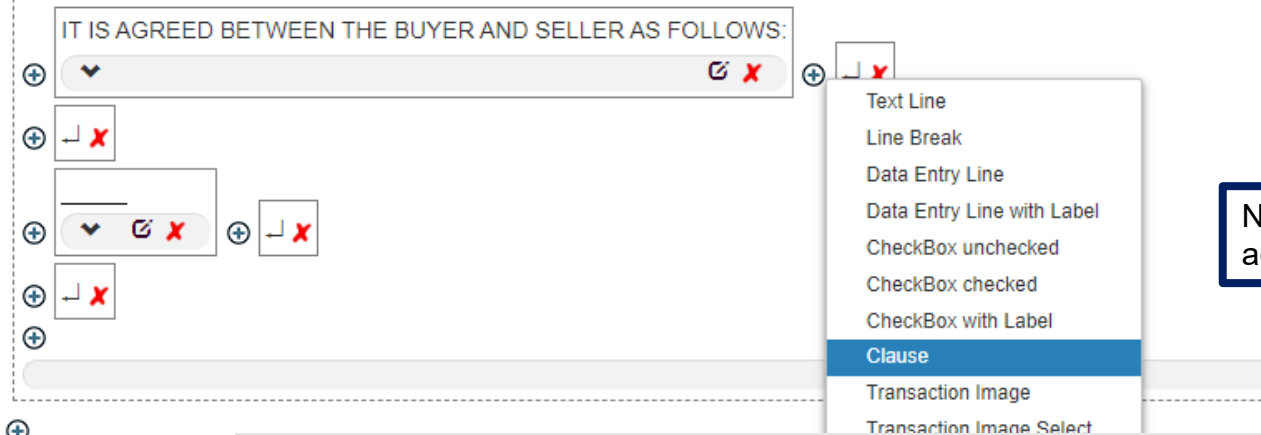
The following is part of the Purchase and Sale Agreement dated \_\_\_\_\_, 20 \_\_\_\_\_ (the "Agreement") between  
Buyer/Tenant Buyer ("Buyer") and Seller/Landlord Seller ("Seller") regarding the sale of the property known as  
(the "Property").

Open your document and select Modify Document.

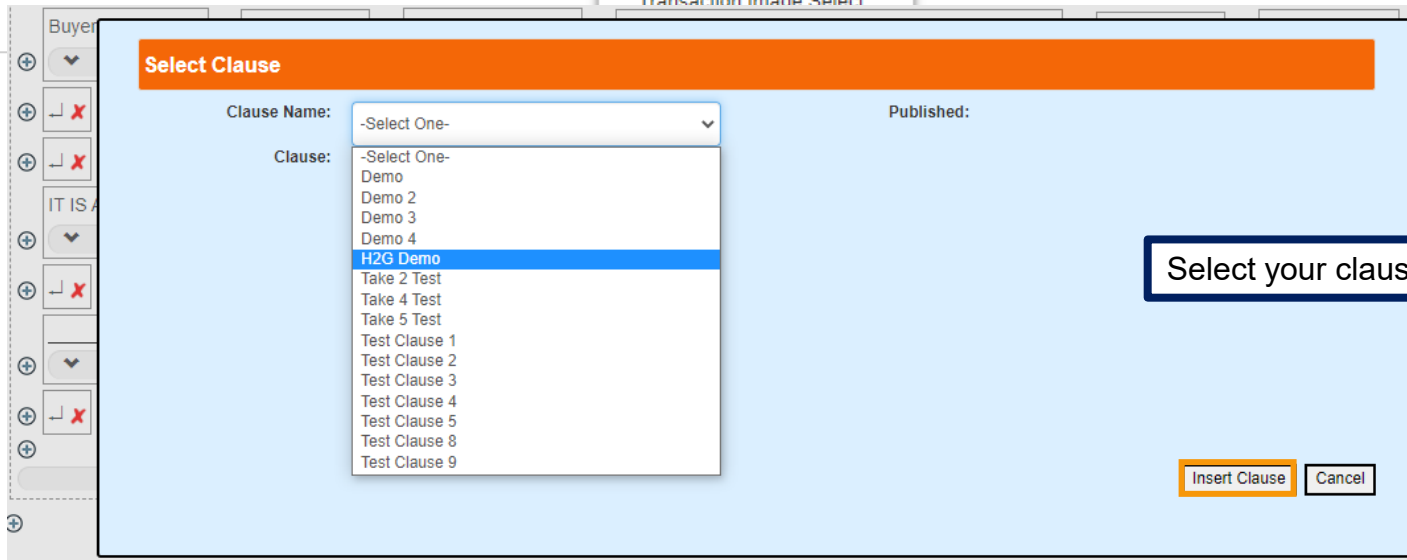


# CLAUSE LIBRARY

## Inserting Your Clause



Navigate to the proper location and click the + to add a component. Select Clause from the menu.

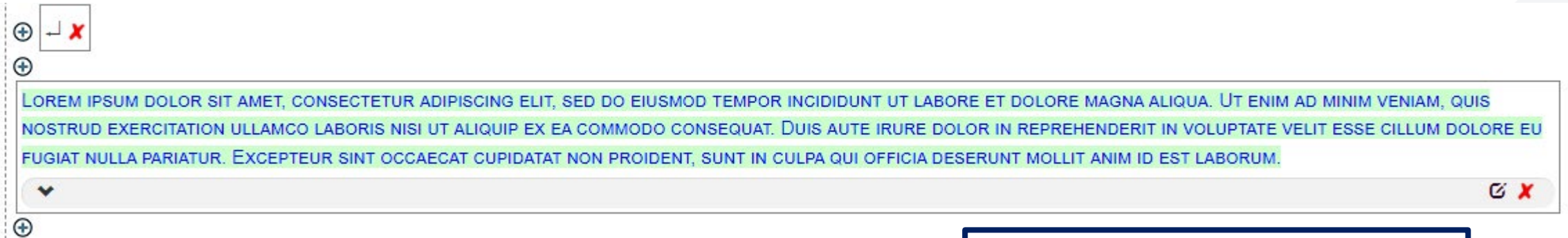


Select your clause and click Insert Clause.





# CLAUSE LIBRARY

## Inserting Your Clause



The screenshot shows a user interface for inserting a clause. At the top left, there are icons for adding (+), deleting (X), and undo (↶). Below these is a text field containing the placeholder text: "LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DO EIUSMOD TEMPOR INCIDIDUNT UT LABORE ET DOLORE MAGNA ALIQUA. Ut ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCO LABORIS NISI UT ALIQUIP EX EA COMMODO CONSEQUAT. DUIS AUTE IRURE DOLOR IN REPREHENDERIT IN VOLUPTATE VELIT ESSE CILLUM DOLORE EU FUGIAT NULLA PARIATUR. EXCEPTEUR SINT OCCAECAT CUPIDATAT NON PROIDENT, SUNT IN CULPA QUI OFFICIA DESERUNT MOLLIT ANIM ID EST LABORUM." The text "Ut ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCO LABORIS NISI UT ALIQUIP EX EA COMMODO CONSEQUAT. DUIS AUTE IRURE DOLOR IN REPREHENDERIT IN VOLUPTATE VELIT ESSE CILLUM DOLORE EU FUGIAT NULLA PARIATUR. EXCEPTEUR SINT OCCAECAT CUPIDATAT NON PROIDENT, SUNT IN CULPA QUI OFFICIA DESERUNT MOLLIT ANIM ID EST LABORUM." is highlighted in blue. At the bottom right of the text field, there are icons for editing (✎) and deleting (X). On the left side of the text field, there are plus (+) and minus (-) icons for expanding and collapsing the text.

Your clause will be inserted as a text field. To make changes, click the  and to remove, click the .

ADDENDUM/AMENDMENT TO  
PURCHASE AND SALE AGREEMENT  
CBA Text Disclaimer: Text deleted by licensee indicated by strike.  
New text inserted by licensee indicated by small capital letters.

The following is part of the Purchase and Sale Agreement dated \_\_\_\_\_, 20 \_\_\_\_\_ (the "Agreement") between Buyer/Tenant Buyer ("Buyer") and Seller/Landlord Seller ("Seller") regarding the sale of the property known as \_\_\_\_\_ (the "Property").

IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

\_\_\_\_\_

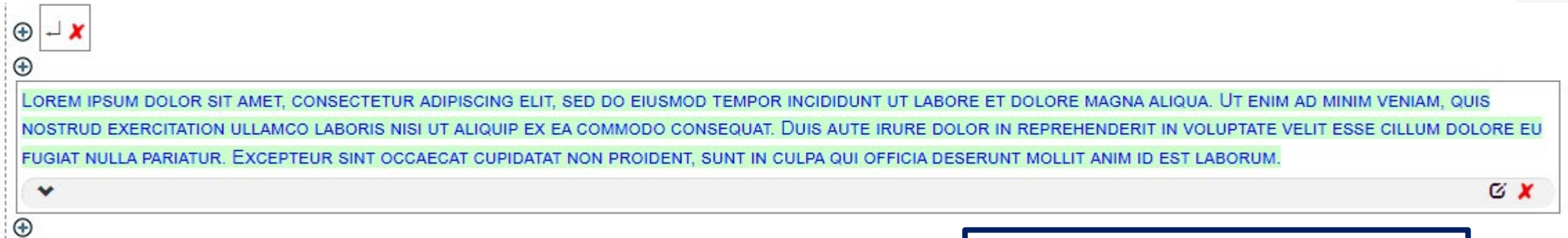
LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DO EIUSMOD TEMPOR INCIDIDUNT UT LABORE ET DOLORE MAGNA ALIQUA. Ut ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCO LABORIS NISI UT ALIQUIP EX EA COMMODO CONSEQUAT. DUIS AUTE IRURE DOLOR IN REPREHENDERIT IN VOLUPTATE VELIT ESSE CILLUM DOLORE EU FUGIAT NULLA PARIATUR. EXCEPTEUR SINT OCCAECAT CUPIDATAT NON PROIDENT, SUNT IN CULPA QUI OFFICIA DESERUNT MOLLIT ANIM ID EST LABORUM.

Your clause will appear as inserted text, in capital letters and in blue ink when Proof is selected or in black when Final is selected.





# CLAUSE LIBRARY

## Inserting Your Clause



The screenshot shows a software interface for inserting a clause. On the left, there are three circular icons: a plus sign, a square with a left arrow and a red 'X', and another plus sign. The main area is a large text field containing the following text: "LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DO EIUSMOD TEMPOR INCIDIDUNT UT LABORE ET DOLORE MAGNA ALIQUA. Ut ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCO LABORIS NISI UT ALIQUIP EX EA COMMODO CONSEQUAT. DUIS AUTE IRURE DOLOR IN REPREHENDERIT IN VOLUPTATE VELIT ESSE CILLUM DOLORE EU FUGIAT NULLA PARIATUR. EXCEPTEUR SINT OCCAECAT CUPIDATAT NON PROIDENT, SUNT IN CULPA QUI OFFICIA DESERUNT MOLLIT ANIM ID EST LABORUM." The text "Ut ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCO LABORIS NISI UT ALIQUIP EX EA COMMODO CONSEQUAT. DUIS AUTE IRURE DOLOR IN REPREHENDERIT IN VOLUPTATE VELIT ESSE CILLUM DOLORE EU" is highlighted in blue. At the bottom left of the text field is a small downward arrow icon, and at the bottom right are two icons: a pencil (edit) and a red 'X' (delete).

Your clause will be inserted as a text field. To make changes, click the  and to remove, click the .

ADDENDUM/AMENDMENT TO  
PURCHASE AND SALE AGREEMENT  
CBA Text Disclaimer: Text deleted by licensee indicated by strike.  
New text inserted by licensee indicated by small capital letters.

The following is part of the Purchase and Sale Agreement dated \_\_\_\_\_, 20 \_\_\_\_\_ (the "Agreement") between Buyer/Tenant Buyer ("Buyer") and Seller/Landlord Seller ("Seller") regarding the sale of the property known as \_\_\_\_\_ (the "Property").

IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

\_\_\_\_\_

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DO EIUSMOD TEMPOR INCIDIDUNT UT LABORE ET DOLORE MAGNA ALIQUA. Ut ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCO LABORIS NISI UT ALIQUIP EX EA COMMODO CONSEQUAT. DUIS AUTE IRURE DOLOR IN REPREHENDERIT IN VOLUPTATE VELIT ESSE CILLUM DOLORE EU FUGIAT NULLA PARIATUR. EXCEPTEUR SINT OCCAECAT CUPIDATAT NON PROIDENT, SUNT IN CULPA QUI OFFICIA DESERUNT MOLLIT ANIM ID EST LABORUM.

Your clause will appear as inserted text, in capital letters and in blue ink when Proof is selected or in black ink when Final is selected.





# CLAUSE LIBRARY

## Editing & Copying Clauses

**Clauses** New Clause

Search For:  Draft  Published











Clause Name:


Office Name:

From Published Date:

To Published Date:

Include Inactive Clauses:

Clause Name ▲	Office Name	Published Date	Published By	Active	Actions
Demo	CBA	8/2/2022	Bugs Bunny	<input checked="" type="checkbox"/>	 
Demo 2	CBA	7/12/2022	Megan Reuther	<input checked="" type="checkbox"/>	 
Demo 3	CBA	7/12/2022	Megan Reuther	<input checked="" type="checkbox"/>	 
Demo 4	CBA	6/16/2022	Kaylynn Smith	<input checked="" type="checkbox"/>	 
H2G Demo	CBA	8/4/2022	Bugs Bunny	<input checked="" type="checkbox"/>	 

To make changes to a published clause, you will need to make a copy. Click the  button next to the clause.



# CLAUSE LIBRARY

## Editing & Copying Clauses

**Copy Clause** Copy Clause Cancel

Office: CBA Office ID: 999300

Copy From \_\_\_\_\_

Clause Name: H2G Demo Published: Bugs Bunny 8/4/2022 Active:

Clause: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Copy To \_\_\_\_\_

Clause Name:  Clause Status:  Draft  **Published** Active:

**Alert:** Clause names match and only 1 can be active. Confirm deactivation of Copy From Clause. Confirm deactivation of Copy From Clause:

Clause:  **B** *I* U

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Make the necessary changes, click Published & check “Confirm deactivation of Copy From Clause” to verify that you want to make the previous version inactive. Select Copy Clause to complete the copy.

NOTE: You can give this copied clause a NEW name and select Copy Clause to keep both the original and the copy active.



# CLAUSE LIBRARY

## Editing & Copying Clauses

**Clauses** New Clause

Search For:  Draft  Published

Clause Name:

Office Name:

From Published Date:

To Published Date:

Include Inactive Clauses:

Search Reset

Clause Name ▲	Office Name	Published Date	Published By	Active	Actions
Demo	CBA	8/2/2022	Bugs Bunny	<input checked="" type="checkbox"/>	<span>...</span> <span>📄</span>
Demo 2	CBA	7/12/2022	Megan Reuther	<input checked="" type="checkbox"/>	<span>...</span> <span>📄</span>
Demo 3	CBA	7/12/2022	Megan Reuther	<input checked="" type="checkbox"/>	<span>...</span> <span>📄</span>
Demo 4	CBA	6/16/2022	Kaylynn Smith	<input checked="" type="checkbox"/>	<span>...</span> <span>📄</span>
H2G Demo	CBA	8/4/2022	Bugs Bunny	<input checked="" type="checkbox"/>	<span>...</span> <span>📄</span>

To make changes to the clause name or mark inactive, click on the clause in your library.

**Clause Detail** Edit Done

Clause Name: H2G Demo Publish Date: 8/4/2022

Office: CBA Published By: Bugs Bunny

Clause Status:  Draft  Published Active:

Clause: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Click Edit to open the detail or 📄 to copy.



# CLAUSE LIBRARY

## Editing & Copying Clauses

Edit Clause

Save

Cancel

Clause Name:

Publish Date: 8/4/2022

Office: CBA

Published By: Bugs Bunny

Clause Status:  Draft  Published

Active:

Clause: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Change your clause's name and/or uncheck Active. Click Save to complete any changes.





# FASTFORMS

# FASTFORMS

FastForms are fillable forms that do not require a transaction and can be quickly filled in and printed or downloaded. **NOTE: FastForms do not allow any modifications to the boilerplate text or embedded images.** For the full editing functionality, please create a transaction.

To search previously created FastForms, use the Reference Note Contains, or scroll down to select your form.

To start a new FastForm, click on New FastForm.

Transactions

Templates

**FastForms**

## FastForms

[New FastForm](#)

Reference Note Contains:

From Updated Date:

1/1/2023

Office Name:

CBA

FastForm #:

To Updated Date:

FastForms is for filling-in the form fields and printing ONLY. For the full functionality including modify the boilerplate text and adding attachments, please create a transaction.

[Search](#)

[Reset](#)

Reference Note	Office Name	Short Name	Document Full Name	Document Category	FastForm #	Updated Date ▼	Actions
Page: 1 of 0							View: 1-0 of 0





# FASTFORMS

## Selecting Your FastForm

**FastForm Select** Done

Document Name Contains:

Document Category:

State:

Additional Information:

- Only active published Master Templates available to select.
- Document editing features (including modifying the boilerplate and adding images) are not available in FastForms.

	Short Name ▲	Document Full Name	Document Category	State	Template Type	Published Date	Version Name
<input type="button" value="Select"/>	17	Seller Disclosure Statement - Improved	Purchase Sale Forms	WA	Master	8/16/2018	Rev. 7/2015
<input type="button" value="Select"/>	17 Comm	Seller Disclosure Statement - Commercial	Purchase Sale Forms	WA	Master	8/17/2018	Rev. 7/2015
<input type="button" value="Select"/>	17C	Seller Disclosure Statement - Unimproved	Purchase Sale Forms	WA	Master	8/17/2018	Rev. 7/2015
<input type="button" value="Select"/>	22E	FIRPTA Certificate	Miscellaneous Forms	WA	Master	8/9/2018	Rev. 1/2011
<input type="button" value="Select"/>	AD-1	Agency Disclosure	Miscellaneous Forms	WA	Master	8/9/2018	Rev. 1/2011
<input type="button" value="Select"/>	AR	Arbitration Rider	Leasing Forms	WA	Master	8/9/2018	Rev. 1/2011
<input type="button" value="Select"/>	BB-1	Buyer's Agency Agreement	Miscellaneous Forms	WA	Master	8/8/2018	Rev. 1/2011
<input type="button" value="Select"/>	BU-A	Back-up Addendum	Purchase Sale Forms	WA	Master	8/9/2018	Rev. 1/2011
<input type="button" value="Select"/>	CB	Co-Brokerage Agreement	Listing Forms	WA	Master	8/9/2018	Rev. 1/2011
<input type="button" value="Select"/>	CDF	Commission Disbursement Form	Miscellaneous Forms	WA	Master	8/9/2018	Rev. 3/2011
<input type="button" value="Select"/>	DTR	Deed of Trust Rider	Purchase Sale Forms	WA	Master	8/9/2018	Rev. 1/2011
<input type="button" value="Select"/>	EMN	Earnest Promissory Note	Purchase Sale Forms	WA	Master	8/9/2018	Rev. 1/2011
<input type="button" value="Select"/>	GR_LS	Multi Tenant Gross Lease	Leasing Forms	WA	Master	8/23/2018	Rev. 1/2011
<input type="button" value="Select"/>	LA	Lease Addendum	Leasing Forms	WA	Master	8/9/2018	Rev. 5/2007
<input type="button" value="Select"/>	LCR	Letter of Credit Rider	Leasing Forms	WA	Master	8/9/2018	Rev. 3/2011
<input type="button" value="Select"/>	LLR	Limitation on Landlord's Liability Rider	Leasing Forms	WA	Master	8/9/2018	Rev. 3/1995
<input type="button" value="Select"/>	LN	Claim of Lien	Miscellaneous Forms	WA	Master	8/9/2018	Rev. 1/2012
<input type="button" value="Select"/>	LOI-LS	Lease Letter of Intent	Leasing Forms	WA	Master	8/9/2018	Rev. 1/2012
<input type="button" value="Select"/>	LOI-PSA	Letter of Intent	Purchase Sale Forms	WA	Master	8/9/2018	Rev. 3/2011
<input type="button" value="Select"/>	LOR	Guaranty	Leasing Forms	WA	Master	8/13/2018	Rev. 1/2011

FastForms are listed alphabetically by their short name. To sort, click on the column header or enter a portion of the form's name in the Document Name Contains field and click Enter. To open the FastForm, click the Select button next to the desired form.



# FASTFORMS

## Creating A New FastForm

The screenshot shows the 'FastForm Select' interface. At the top, there is a search bar with 'purchase' entered. Below it, 'Document Category' is set to '-Any-' and 'State' is set to 'WA'. A table of search results is visible below, with columns for Short Name, Document Full Name, Document Category, State, Template Type, Published Date, and Version Name. A modal dialog titled 'Start FastForm' is open, displaying document and fastform information.

**FastForm Select** Done

Document Name Contains:

Document Category:

State:

Additional Information:

- Only active published Master Templates available to select.
- Document editing features (including modifying the boilerplate and adding images) are not available in FastForms.

Short Name	Document Full Name	Document Category	State	Template Type	Published Date	Version Name
Select						

**Start FastForm**

Document Information

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

Document Short Name: PS\_1A      Document Category: Purchase Sale Forms      State: WA

FastForm Information

Office Name: CBA      Office ID: 999300

Reference Note:

In order to create a FastForm you are required to fill in a Reference Note that will help you identify this form's purpose e.g., party names, property address, etc. Click Continue to move onto filling in the form.



# FASTFORMS

## Filling In Your FastForm

Fill in the form blanks. The blank fields will expand with your text and keep any line spacing.

Click Save to save changes as you go.

Click Done to exit this screen and return to the FastForm Detail to print or download.

FastForm Fill Out Document *Master, PS\_1A - Purchase & Sale Agreement*

Save

Done

**\*\*Editing features not available in FastForms\*\***

▼ Reference Date:  , 20

▼ Buyer ("Buyer") agrees to buy and ▼ Seller ("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.

1. PURCHASE PRICE. The purchase price is ▼  ▼ Dollars (\$)  ) payable as follows (check only one):



# FASTFORMS

## Printing & Emailing Your FastForms

Document Preview – Page 1 only

Print Type:  Final  Revisions

Print Preview (Final)

Email Document

Fill Out Document

ADDENDUM/AMENDMENT TO  
PURCHASE AND SALE AGREEMENT  
CBA Text Disclaimer: Text deleted by licensee indicated by strike.  
New text inserted by licensee indicated by small capital letters.

The following is part of the Purchase and Sale Agreement dated May 12, 20 23 (the "Agreement") between Buyer/Tenant Buyer ("Buyer") and Seller/Landlord Seller ("Seller") regarding the sale of the property known as 123 Test St (the "Property").

To Print, select Print Preview. This will open your document in a new tab where it can be printed or downloaded. To email, select Email document. And to continue filling out the form, click Fill Out Document.

To review a history of revisions, select Revisions and then click Print Preview.

The screenshot shows a PDF viewer interface. At the top, there is a navigation bar with a hamburger menu icon, the text "RenderPDF", and a status bar showing "1 / 1", a minus sign, "100%", a plus sign, and icons for zooming and rotating. On the right side of the navigation bar, there are icons for download and print, with the print icon highlighted by a blue box. The main content area displays the document text, including the CBA logo and contact information, the document title, and the main body text. The document content is identical to the one shown in the previous image.

To Download your rendered PDF, click on the down arrow. To Print, select the printer icon.



# FASTFORMS

## Emailing Your FastForm

To email your form, list email addresses in the Send to box, separating multiple addresses with a comma. CC Self is automatically checked and will send a copy of your FastForm to your email. Enter any notes you have to the recipient and include the revisions report if desired. Click Email Fast Form to send a zipped file with your PDF directly to your recipient. The email will come from [no-reply@commercialmls.com](mailto:no-reply@commercialmls.com). These emails are often directed to Junk and Spam folders, so be sure to look there for your form.

**Email Fast Form Document** Cancel

Office Name: CBA

**Email Fast Form** Include Revisions Report

CC Self:  Send to:  (, to separate)

Note to recipient:

Buyer/tenant Buyer ( Buyer ) and Seller/Landlord Seller ( Seller ) regarding the sale of the property known as







# NEED MORE ASSISTANCE?

PLEASE CONTACT US DIRECTLY AT  
425-820-3348 OR  
[SUPPORT@COMMERCIALMLS.COM](mailto:SUPPORT@COMMERCIALMLS.COM)