



# 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.

Search your existing transactions by filling in the details here.





CBA Legal Library PRO

Welcome: Bugs  
Log off  
3/14/2022 10:03 AM

Transactions Templates

Transactions

New Transaction

Buyer/Tenant Name Contains:

Seller/Landlord Name Contains:

Office Name: *Start typing for list*

Transaction Category: 

-Any-

Transaction Type: 

-Any-

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"/>	  
	New Buyer/Tenant	TBD	CBA	Test Address, 13		Purchase and Sale	000057497	2/28/2022		<input type="checkbox"/>	  
	TBD _____	Test Landlord	CBA	1234 Test Rd		Purchase and Sale	000057491	2/28/2022		<input type="checkbox"/>	  
	NEW Buyer	Test Landord	CBA	123 Test , 1		Purchase and Sale	000051383	12/16/2021		<input type="checkbox"/>	  
	Buyer	Seller	CBA	123 Test St		Purchase and Sale	000000108	11/9/2021		<input type="checkbox"/>	  

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:

CBA

Office ID: 999300

Transaction Category:

-None-

Transaction Type:

Purchase and Sale

Listing #:

Buyer/Tenant Name:

Seller/Landlord Name:

Property Address:

Suite:

City:

State:

-Select One-

County:

Zip Code:

When finished filling in the required fields, click Save.



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Lynnwood, WA 98036

Office: (425) 820-3348  
Toll Free: 1 (800) 275-2522  
Email: [Support@commercialmls.com](mailto:Support@commercialmls.com)

# CREATING A NEW TRANSACTION

## Transaction Detail – Reference Guide

**Transaction Detail**

EditDone

<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:


Copy transaction


View the date created/uploaded

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!

Transaction Users

Document Users

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

When closed, check this box. 

Copy transaction     View the date created/uploaded

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!

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							

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

Transaction does not have any Document Users defined.



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

Forms and custom office templates added to your transaction.



Documents	
Add Documents	
Transaction does not have any documents.	

Attachments	
New Attachment	

Transaction does not have any attachments.



PDFs and images included in your transaction.



# CREATING A NEW TRANSACTION

## Adding Forms

Documents

Add Documents

*Transaction does not have any documents.*

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's 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 bar, there's a '0 Selected' indicator and an 'Add Document' button. The main part of the interface is a table with 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. The table lists various documents, 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', 'Multi-Tenant Gross Lease', and 'Multi-Tenant Gross Lease'. An orange arrow points to the 'Select' column, and another points to the 'Add Document' button. A third arrow points to the 'View Page 1' button for the first document.

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								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	



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: ☒

Transaction Type: Purchase and Sale

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

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

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

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)

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



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.

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) \_\_\_\_\_

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.

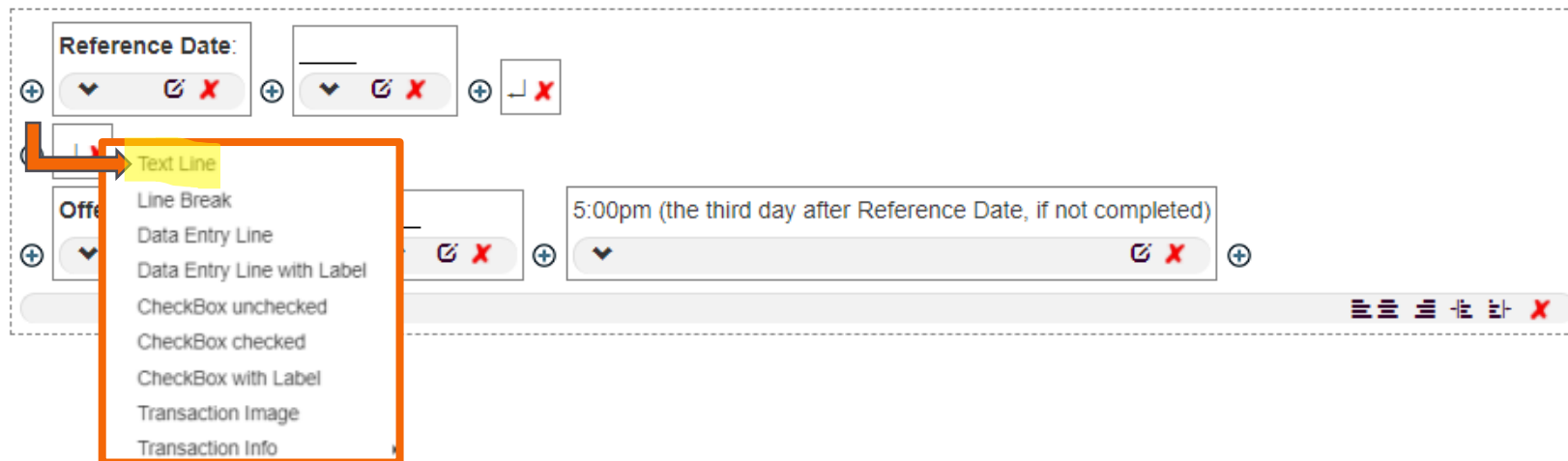
Click  to edit the text lines/add your own text.



# MODIFYING YOUR DOCUMENTS

## Adding Text

Click  to add a form component and select text line.





The screenshot shows a form editor interface. A dashed box highlights a section of the form. Inside this box, there are several form components: a "Reference Date:" label, a dropdown menu, and a text input field containing "5:00pm (the third day after Reference Date, if not completed)". A red arrow points to a plus icon (+) on the left side of the form. A dropdown menu is open, showing a list of form components: "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 yellow.

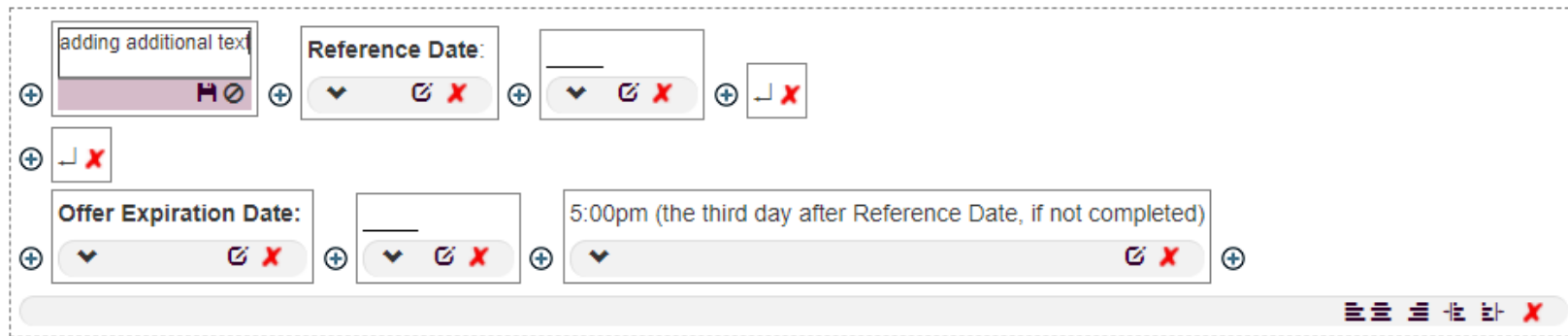




# MODIFYING YOUR DOCUMENTS

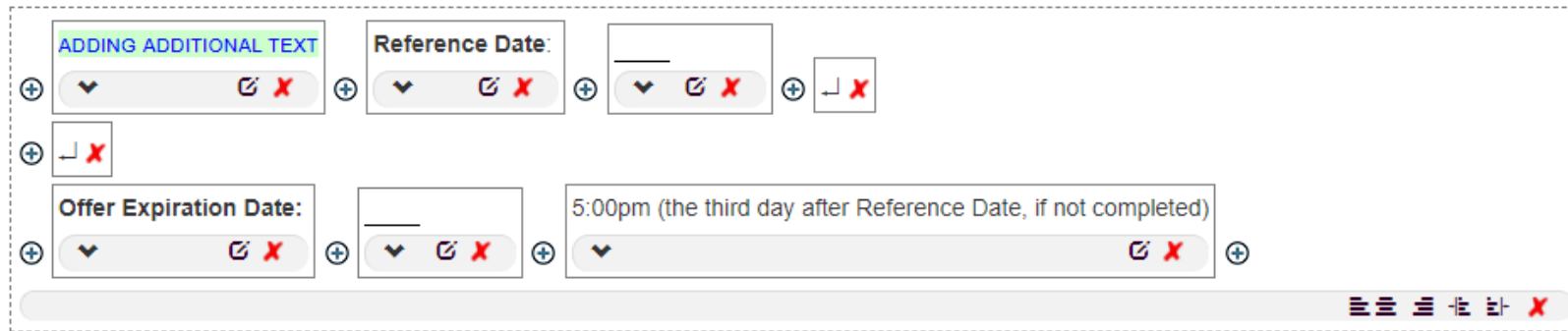
## Adding Text

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



This screenshot shows the 'Modify Document' interface with a dashed border. At the top, a text box contains 'adding additional text' and is highlighted with a purple background. To its right are two dropdown menus for 'Reference Date' and a date input field. Below these are two more dropdown menus for 'Offer Expiration Date' and a date input field. The interface includes several icons for adding, saving, and canceling, as well as a bottom navigation bar with a red 'X' icon.

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



This screenshot shows the 'Modify Document' interface after saving. The text 'ADDING ADDITIONAL TEXT' is now displayed in blue capital letters in the top text box. The rest of the interface, including the dropdown menus and navigation bar, remains 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

*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

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

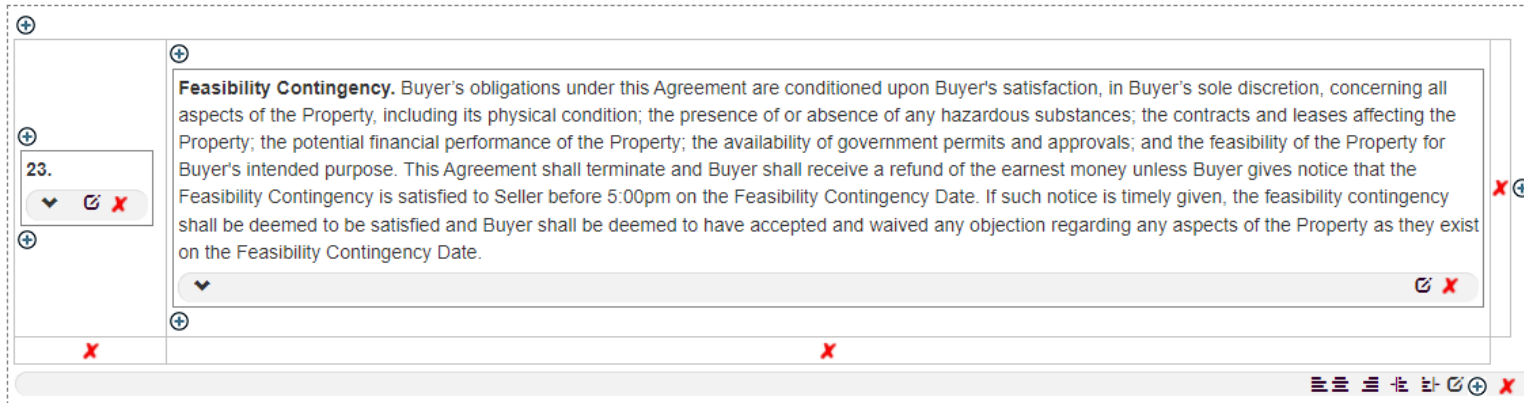
Offer Expiration Date: \_\_\_\_\_ 5:00pm (the third day after Reference Date, if not completed)


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.

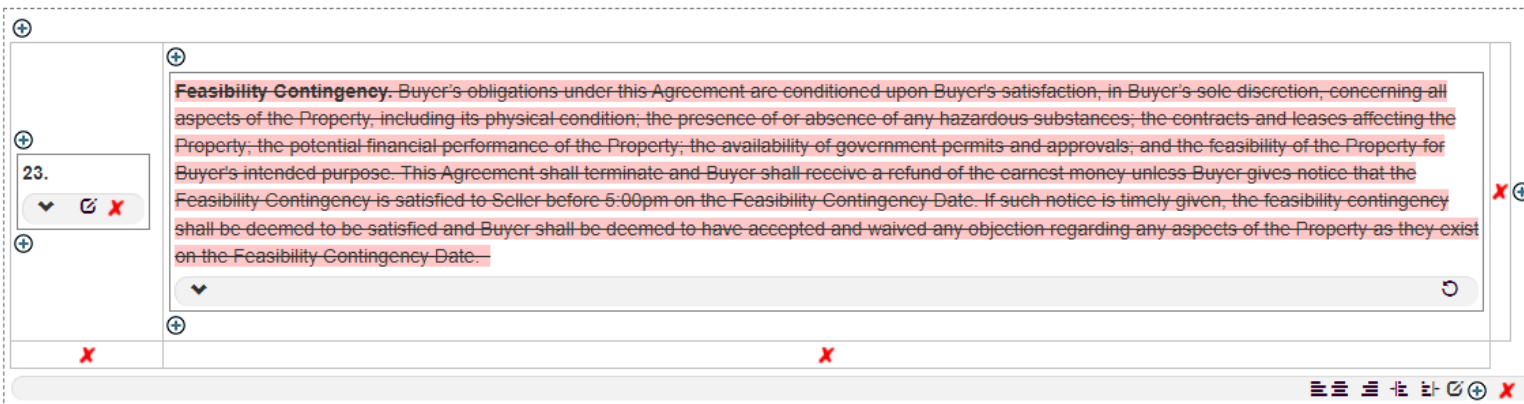



# MODIFYING YOUR DOCUMENTS

## Striking Text



Click  to strike the text.



Click  to reverse any changes.



# MODIFYING YOUR DOCUMENTS

## Adding Attachments

**Transaction Detail**

EditDone

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 DocumentsAdd 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:

Characters not allowed: , ~ # % & \* { } \ / : < > ? + | "

Active: ☒

Original File Name:

Browse

Note:

Name your file, browse for the file, then click save.



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Lynnwood, WA 98036

Office: (425) 820-3348  
Toll Free: 1 (800) 275-2522  
Email: [Support@commercialmls.com](mailto:Support@commercialmls.com)



# MODIFYING YOUR DOCUMENTS

## Adding Attachments

 CBA Legal Library PRO

Welcome: Bugs  
Log off  
3/14/2022 11:43 AM

Transactions Templates

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

 Commercial Brokers Association  
20700 44th Ave W, Suite 550  
Lynnwood, WA 98036

Office: (425) 820-3348  
Toll Free: 1 (800) 275-2522  
Email: [Support@commercialmls.com](mailto:Support@commercialmls.com)

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.

 CBA Legal Library PRO

Welcome: Bugs  
Log off  
3/14/2022 11:48 AM

Transactions Templates

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

 Commercial Brokers Association  
20700 44th Ave W, Suite 550  
Lynnwood, WA 98036

Office: (425) 820-3348  
Toll Free: 1 (800) 275-2522  
Email: [Support@commercialmls.com](mailto:Support@commercialmls.com)

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								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								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**

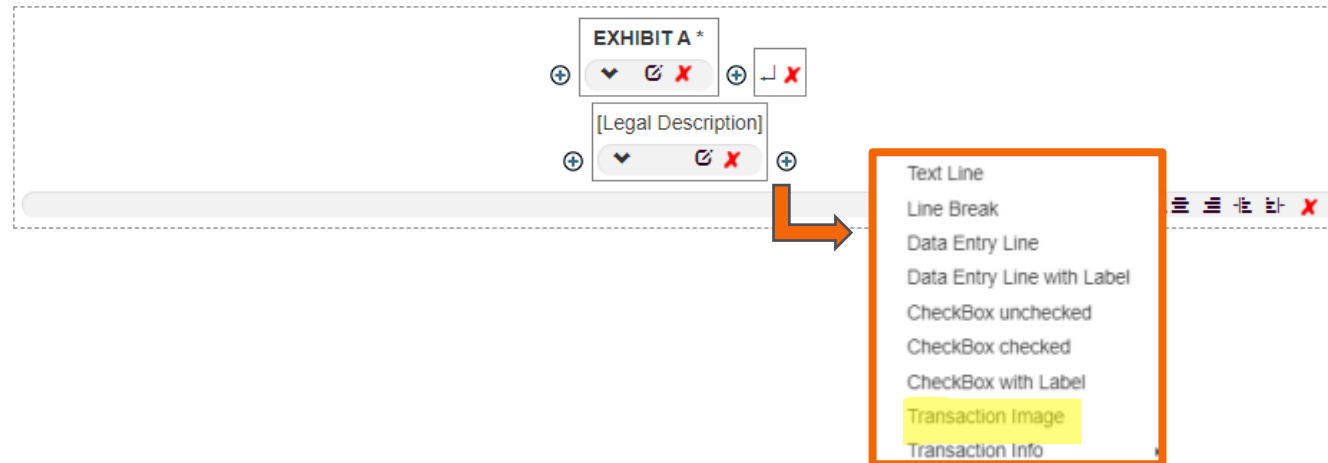
*This has been prepared for submission to your attorney for review and approval prior to signing. No representation is made by licensee as to its sufficiency or tax consequences*


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



# MODIFYING YOUR DOCUMENTS

## Embedding an Image

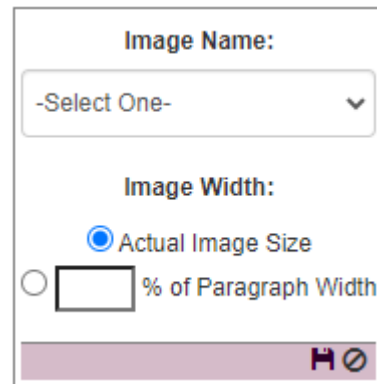


Scroll to the section where you would like to embed your image. Click the  to add a form component where you want your image to appear. Select Transaction Image from the drop down that appears.




# MODIFYING YOUR DOCUMENTS

## Embedding an Image



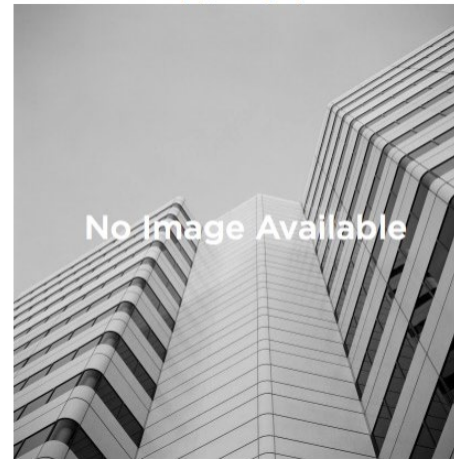
The screenshot shows a form with two sections. The first section, 'Image Name:', contains a drop-down menu with '-Select One-' and a downward arrow. The second section, 'Image Width:', has two radio buttons: 'Actual Image Size' (which is selected) and '% of Paragraph Width'. Below these is a text input field. At the bottom right of the form is a purple button with a white 'H' icon and a red 'X' icon.

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.



COMMERCIAL & INVESTMENT REAL ESTATE  
PURCHASE & SALE AGREEMENT  
(CONTINUED)

EXHIBIT A \*  
[Legal Description]



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

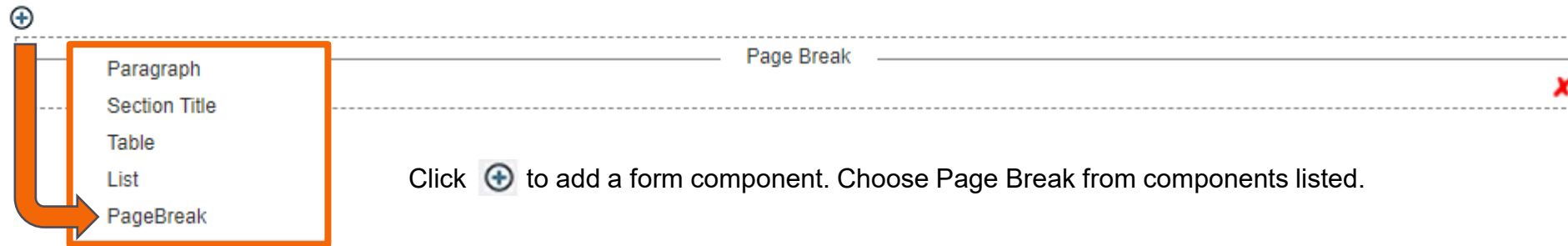
This is how it will appear in the document when you select the print preview.





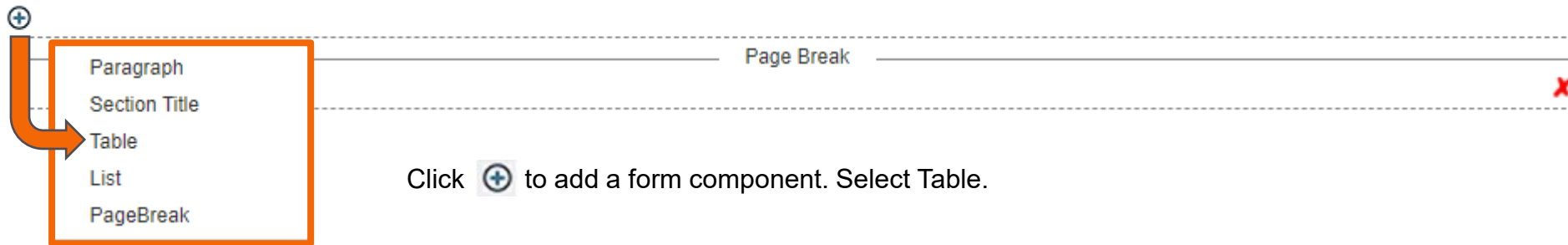
# MODIFYING YOUR DOCUMENTS


## Adding a Page Break

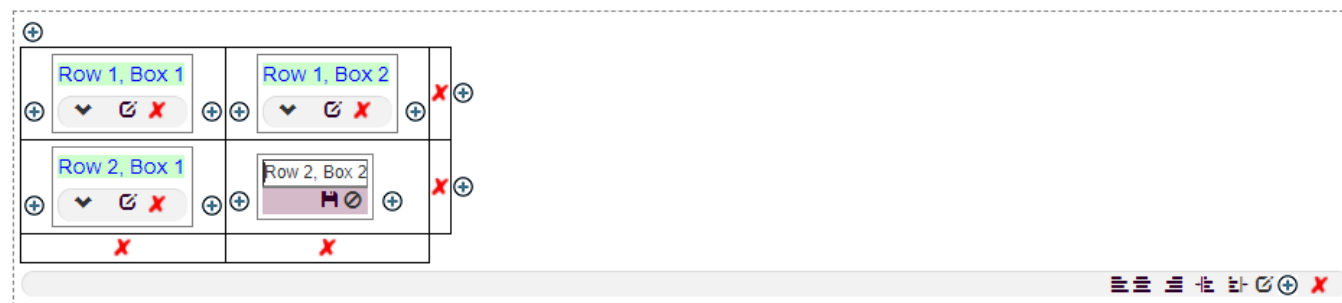


# MODIFYING YOUR DOCUMENTS

## Adding a 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 document editor interface, each showing 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 red 'X' icon. The table is surrounded by a dashed border with plus signs at the corners and midpoints of the sides.

**Hide Grid Lines:** The first screenshot shows the 'Hide Grid Lines' button highlighted in the bottom right corner of the table's toolbar.

**Add Table Row:** The second screenshot shows the 'Add Table Row' button highlighted in the bottom right corner of the table's toolbar.

**Add Column:** The third screenshot shows the 'Add Column' button highlighted in the bottom right corner of the table's toolbar.


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



# MODIFYING YOUR DOCUMENTS

## Adding Data Entry Lines

These lines can be filled in using Fill Out Document and will appear as blank lines on your final printout.

Click  to add a form component and select “Data Entry Line with Label”



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

Number of characters:

Auto Grow Text? ☒ Label Text:

Filled Out:

Label Position ☐ Left ☒ Under



 

Number of characters:

Auto Grow Text? ☒ Label Text:

Filled Out:

Label Position ☒ Left ☐ Under

Final:







**PRINT PREVIEW &  
DOWNLOAD YOUR  
DOCUMENTS**



# PREVIEW & DOWNLOAD YOUR DOCUMENTS

**Documents**

Preview and Download DocumentsEmail DocumentsAdd 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

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**Cancel

Office Name: CBAListing#: Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 SelectedDownload Selected DocumentsPrint 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"/>

⏪ ⏩ Page: 1 of 1 ⏪ ⏩ 25 ▼View: 1-2 of 2

**Attachments**

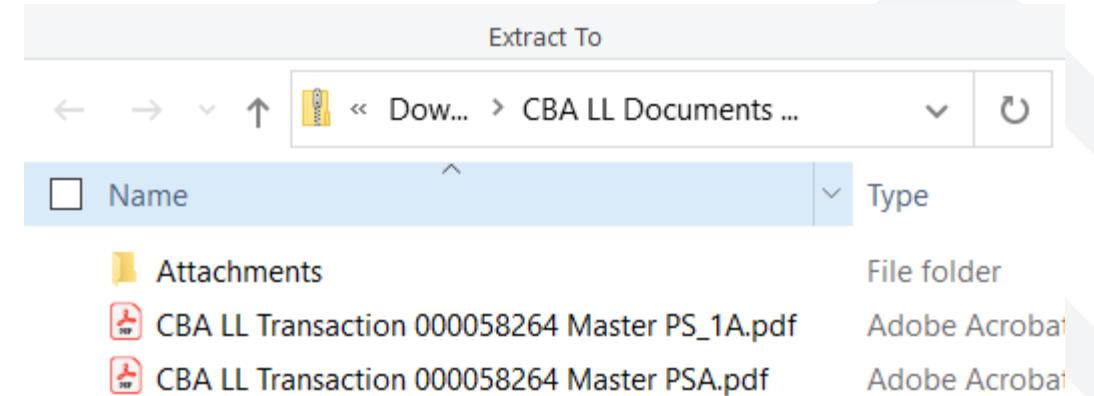
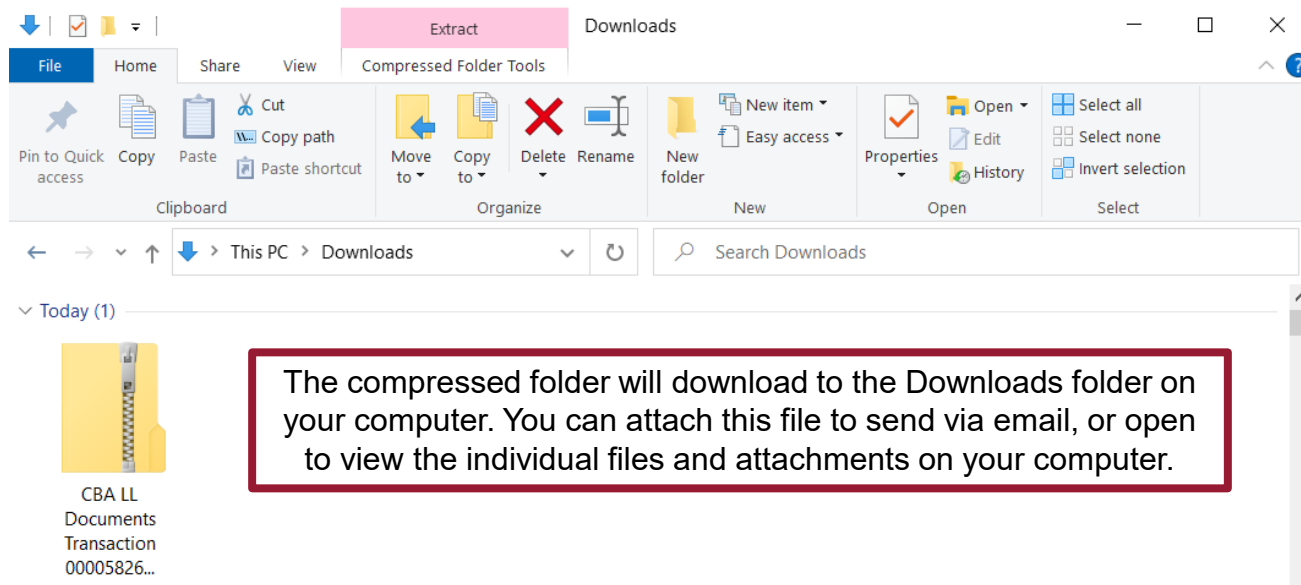
<input type="checkbox"/>	Attachment Name ▲	Original File Name	Active
--------------------------	-------------------	--------------------	--------

⏪ ⏩ Page: 1 of 0 ⏪ ⏩ 25 ▼View: 1-0 of 0



# 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  
Certification 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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ALL RIGHTS RESERVED

 **CBA**  
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) corporation

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"/>

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

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













# EMAILING YOUR DOCUMENTS



# EMAILING YOUR DOCUMENTS

**Documents**

Preview and Download DocumentsEmail DocumentsAdd 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 125

View: 1-2 of 2

**Document Email Select**Cancel

Office Name: CBAListing#: Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 SelectedEmail DocumentsPrint 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 125

View: 1-2 of 2

**Attachments**

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

Page: 1 of 025

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: CBAListing#:Purchase

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

0 SelectedEmail DocumentsPrint 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 125View: 1-2 of 2

**Attachments**

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

Page: 1 of 025View: 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-reply)

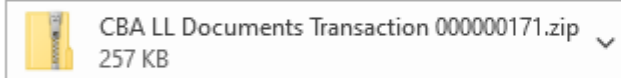
To Megan Reuther

Cc Megan Reuther

Retention Policy Junk Email (30 days)

Expires 9/3/2023

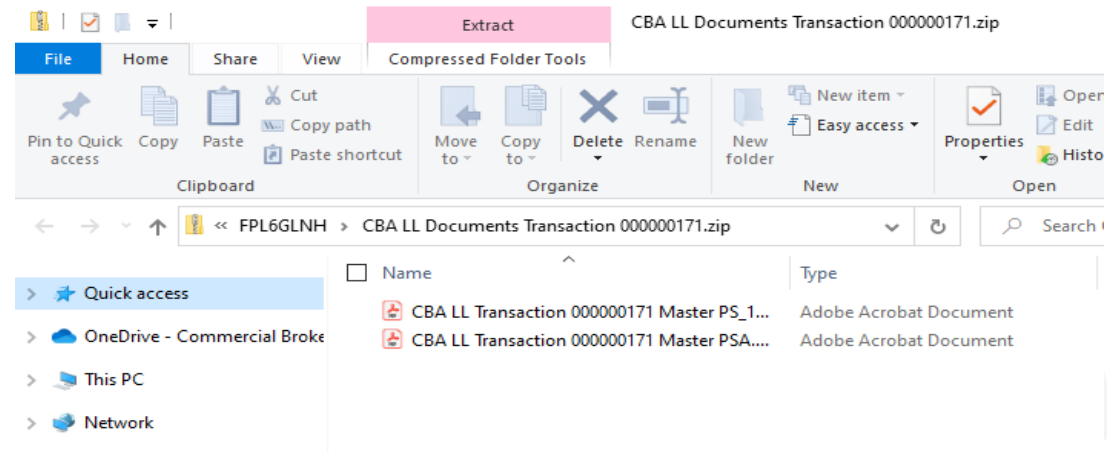
We could not verify the identity of the sender. Click here to learn more.  
The actual sender of this message is different than the normal sender. Click here to learn more.



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

Invite User

Done

Transaction Office Name: CBA

Listing #:

Transaction ID: 000058264

Transaction Category:

Transaction Type: Purchase and Sale

Buyer/Tenant Name: Buyer

Seller/Landlord Name: Seller

Transaction Invitation

User Information

Access to Transaction

User Type: ☒ CBA Member ☐ Non Member

Office Name: CBA

Office User Email: Start typing for email

Last Name:

First Name:

Phone:

A User can be a Transaction User, A Document User, or both.

Transaction User

Transaction Maintenance: ☐

Default Document Access Level: -None-

Document User ☐

Document Access Level: -None-

Select User Documents

Selected Document Recap:

Select if your user is a CBA member or a non-member and then enter the user's address.

If the user is in another office, begin by typing in the user's office name, and then enter their email.

Assign a user type and access level. For more details on user types view page 43.

Send User Invitation



Send your new user an invitation



# 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



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.



# COPYING A SAVED TRANSACTION




# COPYING A SAVED TRANSACTION

**Transaction Detail**



EditDone

Office Name:	CBA	Office ID:	999300	Transaction #:	000058264
Transaction Category:		Created Date:	3/14/2022	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:



Click the Copy Transaction button



# COPYING A SAVED TRANSACTION

Copy Transaction

Transaction Users and Document Users must be set up separately.

Copy Transaction

Cancel

Office Name: CBA

Office ID: 999300

Copy Transaction Logo: ☐

Transaction Logo:

0 Selected Documents

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

Copy To

When finished, click Copy Transaction to complete the copy.

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.

Transaction Category: -None-

Transaction Type: Purchase and Sale

Listing #:

Buyer/Tenant Name: Set to Copy From

Seller/Landlord Name: Set to Copy From

Property Address: Set to Copy From Property Address

City:

State: WA

County:

Zip Code:

Suite:

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.

	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


EditDone

\*\*\* 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 TemplateEditDone

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 TemplateDone

## 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:

Document Version:

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:

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)EditDone

\*\*\* 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:	<input type="radio"/> Master <input checked="" type="radio"/> Office
Version Date:	9/10/2021	Version Active:	<input checked="" type="checkbox"/>
Office Name:	CBA	Template Status:	<input checked="" type="radio"/> Draft <input type="radio"/> Published
Office Template Description:	Demo	Published Date:	
Active:	<input checked="" type="checkbox"/>	Published By:	



**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:

purchase

Template Type:

☐ All ☐ Master ☒ Office

Document Category:

-Any-

Template Status:

☒ All ☐ Draft ☐ Published

State:

WA

Office Name:







Start typing for list

Include Inactive Templates:

☐

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	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

Print Preview (Proof)

Edit

Done

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

All rights reserved

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# 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

Document Name Contains:

Document Category:

Template Type: ☒ All ☐ Master ☐ Office

Office Name: CBA

1 Selected

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	<input type="button" value="View Page 1"/>
<input type="checkbox"/>	<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	Ashley's Form	Office	7/26/2021	Rev. 7/2020	<input type="button" value="View Page 1"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PS_1A	Purchase & Sale Agreement	Purchase Sale Forms	Demo	Office	3/15/2022	Rev. 8/2021	<input type="button" value="View Page 1"/>





# 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

The screenshot shows a document editor interface with a clause library. The document text is "IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:". A context menu is open, listing various components: Text Line, Line Break, Data Entry Line, Data Entry Line with Label, CheckBox unchecked, CheckBox checked, CheckBox with Label, Clause (highlighted), Transaction Image, and Transaction Image Select. A callout box points to the '+' icon in the document editor, stating: "Navigate to the proper location and click the + to add a component. Select Clause from the menu." Below the document editor, a "Select Clause" dialog is open. It has a "Clause Name" dropdown set to "-Select One-" and a "Clause" list containing: Demo, Demo 2, Demo 3, Demo 4, H2G Demo (highlighted), Take 2 Test, Take 4 Test, Take 5 Test, Test Clause 1, Test Clause 2, Test Clause 3, Test Clause 4, Test Clause 5, Test Clause 8, and Test Clause 9. There is also a "Published:" field. At the bottom right of the dialog are "Insert Clause" and "Cancel" buttons. A callout box points to the "Insert Clause" button, stating: "Select your clause and click Insert Clause."



IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

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

Select your clause and click Insert Clause.





## Inserting Your Clause

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

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.



## Inserting Your Clause

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

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:











Include Inactive Clauses: ☐


From Published Date:

To Published Date:

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"/>	 
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 ClauseCancel

Office: CBAOffice ID: 999300

Copy From

Clause Name: H2G DemoPublished: Bugs Bunny 8/4/2022Active: ☒

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 ☒ PublishedActive: ☐

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

Confirm deactivation of Copy From Clause: ☒

Clause:

Reset to Copy From

**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"/>	<div>⋮</div> <div>📄</div>
Demo 2	CBA	7/12/2022	Megan Reuther	<input checked="" type="checkbox"/>	<div>⋮</div> <div>📄</div>
Demo 3	CBA	7/12/2022	Megan Reuther	<input checked="" type="checkbox"/>	<div>⋮</div> <div>📄</div>
Demo 4	CBA	6/16/2022	Kaylynn Smith	<input checked="" type="checkbox"/>	<div>⋮</div> <div>📄</div>
H2G Demo	CBA	8/4/2022	Bugs Bunny	<input checked="" type="checkbox"/>	<div>⋮</div> <div>📄</div>

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

Office: CBA

Clause Status: ☐ Draft ☒ Published

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.

Publish Date: 8/4/2022

Published By: Bugs Bunny

Active: ☒

Click Edit to open the detail or 📄 to copy.



# CLAUSE LIBRARY

## Editing & Copying Clauses

**Edit Clause**

SaveCancel

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.

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: -Any-

State: WA

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.

SearchReset

	Short Name ▲	Document Full Name	Document Category	State	Template Type	Published Date	Version Name
Select	17	Seller Disclosure Statement - Improved	Purchase Sale Forms	WA	Master	8/16/2018	Rev. 7/2015
Select	17 Comm	Seller Disclosure Statement - Commercial	Purchase Sale Forms	WA	Master	8/17/2018	Rev. 7/2015
Select	17C	Seller Disclosure Statement - Unimproved	Purchase Sale Forms	WA	Master	8/17/2018	Rev. 7/2015
Select	22E	FIRPTA Certificate	Miscellaneous Forms	WA	Master	8/9/2018	Rev. 1/2011
Select	AD-1	Agency Disclosure	Miscellaneous Forms	WA	Master	8/9/2018	Rev. 1/2011
Select	AR	Arbitration Rider	Leasing Forms	WA	Master	8/9/2018	Rev. 1/2011
Select	BB-1	Buyer's Agency Agreement	Miscellaneous Forms	WA	Master	8/8/2018	Rev. 1/2011
Select	BU-A	Back-up Addendum	Purchase Sale Forms	WA	Master	8/9/2018	Rev. 1/2011
Select	CB	Co-Brokerage Agreement	Listing Forms	WA	Master	8/9/2018	Rev. 1/2011
Select	CDF	Commission Disbursement Form	Miscellaneous Forms	WA	Master	8/9/2018	Rev. 3/2011
Select	DTR	Deed of Trust Rider	Purchase Sale Forms	WA	Master	8/9/2018	Rev. 1/2011
Select	EMN	Earnest Promissory Note	Purchase Sale Forms	WA	Master	8/9/2018	Rev. 1/2011
Select	GR_LS	Multi Tenant Gross Lease	Leasing Forms	WA	Master	8/23/2018	Rev. 1/2011
Select	LA	Lease Addendum	Leasing Forms	WA	Master	8/9/2018	Rev. 5/2007
Select	LCR	Letter of Credit Rider	Leasing Forms	WA	Master	8/9/2018	Rev. 3/2011
Select	LLR	Limitation on Landlord's Liability Rider	Leasing Forms	WA	Master	8/9/2018	Rev. 3/1995
Select	LN	Claim of Lien	Miscellaneous Forms	WA	Master	8/9/2018	Rev. 1/2012
Select	LOI-LS	Lease Letter of Intent	Leasing Forms	WA	Master	8/9/2018	Rev. 1/2012
Select	LOI-PSA	Letter of Intent	Purchase Sale Forms	WA	Master	8/9/2018	Rev. 3/2011
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's a search bar with 'purchase' entered. Below it, 'Document Category' is set to '-Any-' and 'State' is 'WA'. A table lists various forms, with 'Purchase & Sale Agreement' selected. A modal titled 'Start FastForm' is open, displaying document details and a reference note field.

**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.

Search Reset

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

**Start FastForm** Continue Cancel

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: May 8    ▼, 20 23

▼ 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 ▼ 123 Test St ▼ in the City of ▼ Lynnwood ▼, ▼ Snohomish ▼ 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

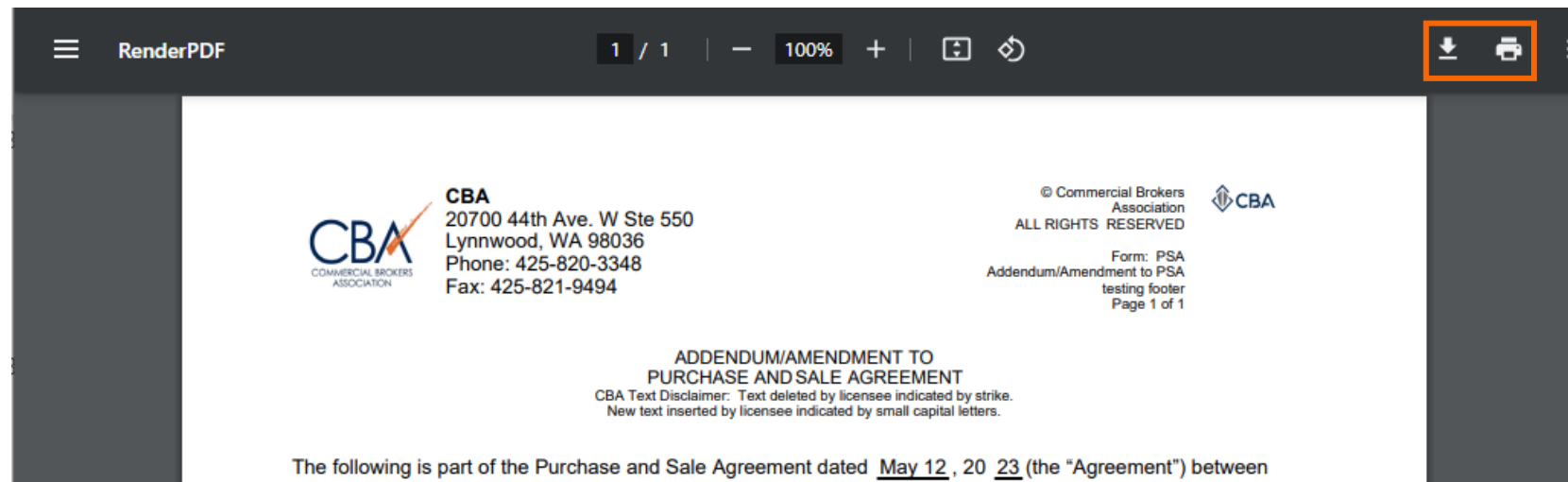
Fill Out Document

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").

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Form: PSA  
Addendum/Amendment to PSA  
testing footer  
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ADDENDUM/AMENDMENT TO  
PURCHASE AND SALE AGREEMENT  
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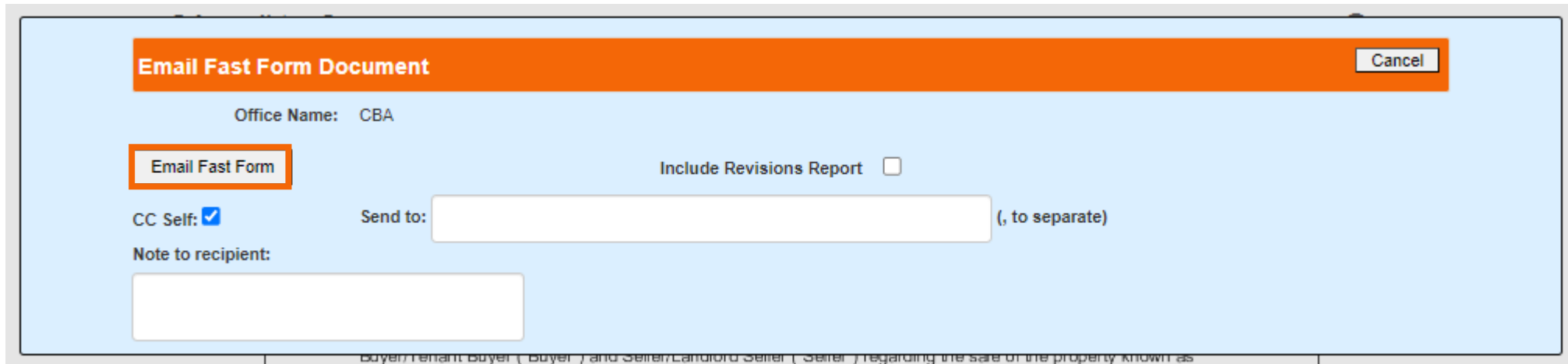
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# FASTFORMS

## 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.



The screenshot shows a light blue dialog box titled "Email Fast Form Document" with an orange header bar. In the top right corner of the header is a "Cancel" button. Below the header, the text "Office Name: CBA" is displayed. On the left, there is a button labeled "Email Fast Form" which is highlighted with an orange border. To its right is the text "Include Revisions Report" followed by an unchecked checkbox. Below these, the "CC Self:" label is followed by a checked checkbox. To the right of this is a "Send to:" label followed by a text input field and the text "(, to separate)". Below the "CC Self:" section is a "Note to recipient:" label followed by a text input field. At the bottom of the dialog, there is a line of text: "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)