

# STANDARD FORMS FAQs

## 1. Why is it important to use Standard Forms?

The standard forms provided by the Association are a risk management tool. The forms are designed by the Pennsylvania Association of REALTORS® (PAR) to conform to the Code of Ethics, the Real Estate Licensing and Registration Act (RELRA) and other real estate-related Pennsylvania state laws.

## 2. How are Standard Forms created?

Standard forms are created by PAR to give REALTORS® and their clients a common tool with which to build a successful transaction. The forms provide the common template used in most transactions yet provide flexibility to meet the individual needs of individual buyers and sellers.

## 3. How and why are Standard Forms revised?

Standard forms are revised for two reasons; either in response to a legislative change or through evaluation of the input from REALTORS®. When a revision is warranted the PAR Standard Forms Committee (made up of member volunteers, staff, and attorneys) works to revise the form and issues a new version. The latest revision date can be found in the bottom right hand corner of the form. Legislative changes are mandatory and members will be notified to discontinue use of the older versions. Changes made due to REALTOR® input are not mandatory. Members may continue to use the old or new version as they see fit or until the older version printing runs out.

## 4. How do I order Standard Forms from the Association?

Forms are available from the Suburban West REALTORS® Association office individually or in packs of 25. For an order form, please go to: <http://www.suburbanwestrealtors.com/PARforms.pdf>. Forms orders can be communicated by telephone (610) 560-4800 and by fax (610) 560-4801 to the office.

## 5. Are Standard Forms available electronically through the Suburban West REALTORS® Association?

No. The Suburban West REALTORS® Association does not offer Standard Forms electronically.

However, there are 4 software vendors that sell the complete library of Standard Forms electronically. Each vendor offers same forms but different interfaces with unique features and functions. All sales and services of electronic forms are handled directly by the vendors. For information, please contact the companies directly at the numbers below:

RealFa\$:	1-800-571-0277	<a href="http://www.realfast.com">www.realfast.com</a>
Zip Form	1-800-318-2600	<a href="http://www.zipform.com">www.zipform.com</a>
Instanet	1-800-668-8768	<a href="http://www.instanet.com">www.instanet.com</a>
TrueForms:	1-800-499-9612	<a href="http://www.trueforms.com">www.trueforms.com</a>

## 6. Can non-members order Standard Forms?

Yes, non-members of the Association can order Standard Forms. Members of the Suburban West REALTORS® Association receive a 20% discount when ordering.

## 7. Can my forms order be mailed?

Yes, your Standard Forms order can be mailed with the cost of the postage being added to the forms purchase total. If forms are ordered in bulk, delivery is also available.