

C.A.R./WIN/ZIP Forms Cross Reference

We continually update our library of forms to comply with all regulatory changes and to meet the practical needs of the real estate industry.

*Note: **Italicized** text indicates the purpose of the C.A.R./WIN/ZIP Form cited on the left is covered by the corresponding **first tuesday** form on the right.*

C.A.R./WIN/ZIP Form		first tuesday Equivalent or Better
AB	Buyer's Affidavit (FIRPTA Compliance)	301 Federal Residency Declarations – Citizen Status (Internal Revenue Code §1445)
AC	Confirmation of Real Estate Agency Relationships	<i>150-159</i> Unnecessary, as provision is contained in all purchase agreements
AD	Disclosure Regarding Real Estate Agency Relationships	305 Agency Law Disclosure – Disclosure Regarding Real Estate Agency Relationships
ADM	Addendum	250 Addendum – General Use
ARC	Authorization to Receive and Convey Information	Not yet available
AS	Seller's Affidavit of Nonforeign Status and/or California Withholding Exemption	301 Federal Residency Declarations – Citizen Status (Internal Revenue Code §1445)
		301-1 Real Estate Withholding Certificate for Year 2011 (FTB Form 593-C)
		301-2 Real Estate Withholding Tax Statement for Year 2011 (FTB 593)
ASA	Additional Signature Addendum	251 Signature Page Addendum
AVID	Agent Visual Inspection Disclosure	304 Part of the state mandated Condition of Property Disclosure – Transfer Disclosure Statement (TDS)
BDS	Business Disclosure Statement	first tuesday does not publish business opportunity forms
BES	Buyer's Intent to Exchange Supplement	<i>150-159</i> Unnecessary, as provision is contained in all purchase agreements as part of tax advice and risk avoidance
		171 Exchange Agreement – Other than One-to-Four Residential Units

		173-4	Declaration of Trust For §1031 Proceeds – Installment Sale
BIA	Buyer’s Inspection Advisory (attached to RPA-CA, MHPA, PPA and RIPA)		Not yet available
BIA-B	Buyer’s Inspection Advisory (Broker signature version attached to BRE, BRNN, and BRNE)		Not yet available
BIE	Buyer’s Inspection Election		Not yet available
BIW	Buyer’s Inspection Waiver	182	Waiver of Contingency
BLA	Business Listing Agreement		first tuesday does not publish business opportunity forms
BMI	Buyer Material Issues		first tuesday does not publish disclaimers as they are generally against public policy
BNA	Buyer Non-Agency Agreement	150-159	Unnecessary, as provision is contained in all purchase agreements as agency confirmation
BPA	Business Purchase Agreement and Joint Escrow Instructions		first tuesday does not publish business opportunity forms
BRE	Buyer Representation Agreement Exclusive (Right to Represent)	103	Buyer’s Listing Agreement – Exclusive Right to Buy, Lease or Option
BRNE	Buyer Representation Agreement Non-Exclusive		Not available as a matter of first tuesday policy
BRNN	Buyer Representation Agreement (Non-Exclusive/Not for Compensation)		Not available as a matter of first tuesday policy
CA	Commission Agreement	150-159	Unnecessary, as fee provisions are contained in all purchase agreements
		273	Broker Fee Addendum
CBC	Cooperating Broker Compensation Agreement and Escrow Instructions	105	Fee Sharing Agreement
		524	Disbursement of Brokerage Fees – Broker Instructions to Escrow

CC	Cancellation of Contract, Release of Deposit and Joint Escrow Instructions	181	Cancellation of Agreement – Release and Waiver of Rights with Distribution of Funds in Escrow
CFC	Consent for Communications		Not yet available
CL	Commercial Lease Agreement	552	Nonresidential Lease Agreement – Commercial, Industrial or Office
FLD	Lead-Based Paint And Lead-Based Paint Hazards Disclosure Acknowledgment and Addendum for Pre-1978 Housing Sales, Leases, or Rentals	313	Lead-Based Paint Disclosure – On Sale of Real Estate
FLTN	Notice of Right to Receive Foreign Language Translation of Lease/Rental Agreements		Not available as a matter of first tuesday policy
HENC	Notice of Cancellation of Notice of Default Purchase Agreement (attached to DPL & NODPA)	156-156-1	Unnecessary, as provisions are contained in both equity purchase agreements
HID	HUD Notice to Purchasers: For Your Protection: Get a Home Inspection	150-159	Unnecessary, as provision is contained in all purchase agreements
HOA	Homeowner Association Information Request	135	Request for Homeowner Association Documents (Calif. Civil Code §1368.2)
ICA	Independent Contractor Agreement	505	Broker-Agent Employee Agreement
		506	Independent Contractor Employment Agreement - For Sales Agents and Associated Brokers
IOA	Interim Occupancy Agreement	271	Interim Occupancy Agreement – Receipt for Rent and Security Deposit
ITA	Interpreter/Translator Agreement		Not yet available
KLA	Keysafe/Lockbox Addendum and Tenant Permission to Access Property		Not yet available
LCA	Lease/Rental Commission Agreement	113	Schedule of Leasing Agent’s Fee

LL	Lease Listing Agreement (Exclusive Authorization to Lease or Rent)	110	Exclusive Authorization to Lease Property
		111	Exclusive Authorization to Locate Space
LR	Residential Lease or Month-to- Month Rental Agreement	550	Residential Lease Agreement
		551	Residential Rental Agreement – Month-to-Month
LRA	Application to Rent/Screening Fee	302	Credit Application – Individual
		553	Application to Rent
LRM	Lease/Rental Mold and Ventilation Addendum		Unnecessary, as provision is contained in all lease and rental agreements
MCA	Market Conditions Advisory		Not available as a matter of first tuesday policy
MCN	Methamphetamine Contamination Notice		Not available
MHA	Manufactured Home Advisory Addendum and Release		first tuesday does not publish manufactured or mobilehome forms
MHDA	Manufactured Home Dealer Addendum		first tuesday does not publish manufactured or mobilehome forms
MHL	Manufactured Home Listing Agreement		first tuesday does not publish manufactured or mobilehome forms
MHPA	Manufactured Home Purchase Agreement and Joint Escrow Instructions		first tuesday does not publish manufactured or mobilehome forms
MHTDS	Manufactured Home and Mobilehome Transfer Disclosure Statement		first tuesday does not publish manufactured or mobilehome forms
MIMO	Move In/Move Out Inspection	560	Condition of Premises Addendum
MS	Mortgage Loan Disclosure Statement (Borrower)	235-1	Lender/Purchaser Disclosure Statement – Loan Origination (DRE 851A)
MT	Modification of Terms: Authori- zation and Right to Sell, Acquire or Rent	120	Modification of Listing Agreement

NBP	Notice to Buyer to Perform	181-1	Notice to Perform and Intent to Cancel
NCA	New Construction Options and Upgrades Addendum		first tuesday does not publish construction forms
NCAD	New Construction Addendum to New Construction Purchase Agreement		first tuesday does not publish construction forms
NCDS	New Construction Property Disclosure Statement		first tuesday does not publish construction forms
NCEI	Common Interest Subdivision Supplemental Escrow Instructions	150-159, 401	Unnecessary, as provision is contained in all purchase agreements and escrow instructions
NCNC	New Construction Notice of Completion and Notice to Close Escrow		first tuesday does not publish construction forms
NCPA	New Construction Residential Purchase Agreement and Joint Escrow Instructions		first tuesday does not publish construction forms
NCRPA	New Construction Addendum to the RPA-CA		first tuesday does not publish construction forms
NHD	Natural Hazard Disclosure Statement	314	Natural Hazard Disclosure Statement
NNR	Notice of Nonresponsibility	597	Notice of Nonresponsibility – From-Landlord (Civil Code §3094)
NOD-PA	Notice of Default Purchase Agreement (attached to DPL and HENC)	156	Equity Purchase Agreement
		156-1	Equity Purchase Agreement (With Short-Sale Contingency)
NOE	Notice of Entry	567	Notice of Intent to Enter Dwelling
NPC	Notice of Obligation to Pay Rental or Lease Payments in Cash		Not yet available
NRI	Notice of Right to Inspection Prior to Termination of Tenancy	567-1	Notice of Right to Request a Joint Pre-Expiration Inspection
NSE	Notice of Sale and Entry	116	Right to Enter and Exhibit Unit to Buyers – For Residential and Nonresidential Rentals
NSP	Notice to Seller to Perform	181-1	Notice to Perform and Intent to Cancel

NFT	Notice of Private Transfer Fee	150-159	Unnecessary, as provision is contained in all purchase agreements
NTT	Notice of Termination of Tenancy	569	30-Day Notice to Vacate – For Use by Residential Landlord
		569-1	60-Day Notice to Vacate – For Use by Residential Landlord
		571	30-Day Notice to Vacate – From Nonresidential Landlord
		572	30-Day Notice to Vacate – From Tenant
		573	90-Day Notice to Quit Due to Foreclosure – To Holdover Residential Tenant
		573-1	Cover Letter for Notice to Quit Due to Foreclosure – To Holdover Residential Tenant Vacating in Less Than 90 days
OP	Option Agreement	160	Offer to Grant an Option – And Option Money Receipt
		161	Standard Option to Purchase – Irrevocable Right-to-Buy
		161-1	Option to Purchase With Extensions – Irrevocable Right-to-Buy
		161-2	Assignment of Option to Buy
PAA	Purchase Agreement Addendum	250	Addendum – General Use
PAC	Personal Assistant Contract		Not available as a matter of first tuesday policy
PAK	Probate Advisory (attached to PPA)	278	Court Confirmation Addendum to Purchase Agreement – A Contingency Provision
PAL	Probate Advisory (attached to PL)	278	Court Confirmation Addendum to Purchase Agreement – A Contingency Provision
PCQ	Notice to Perform Covenant (Cure) or Quit	576	Three-Day Notice to Perform or Quit
PL	Probate Listing Agreement (Probate Advisory attached)	102	Seller’s Listing Agreement – Exclusive Right to Sell, Exchange or Option
PMA	Property Management Agreement	590	Property Management Agreement

		592	Vacation Rental Management Agreement
PMOI	Pre-Move Out Inspection Statement	567-3	Statement of Deficiencies on Joint Pre-Expiration Inspection
PPA	Probate Purchase Agreement and Joint Escrow Instructions (PAK & BIA attached)	278	Court Confirmation Addendum to Purchase Agreement – A Contingency Provision
PRQ	Notice to Pay Rent or Quit	575	Three-Day Notice to Pay Rent or Quit – With Rent-Related Fees
		575-1	Three-Day Notice to Pay Rent or Quit – Without Related Fees
RA	Realtor’s Acknowledgement		Not available as a matter of first tuesday policy since form is unnecessary
RDN	Receipt and Delivery of Notices to Perform	181-1	Unnecessary, as provision is contained in Notice to Perform and Intent to Cancel
REO	REO Advisory	150-159, 304	Unnecessary, as provision is contained in all purchase agreements and the Broker’s mandatory use of the Transfer Disclosure Statement (TDS)
REOL	REO Advisory (Listing)	150-159, 304	Unnecessary, as provision is contained in all purchase agreements and the Broker’s mandatory use of the Transfer Disclosure Statement (TDS)
RFA	Referral Fee Agreement	105	Fee Sharing Agreement
RFR	Receipt for Reports	316	Buyer Receipt of Hazards Booklet(s)
		316-1	Residential Environmental Hazards Disclosure Booklet For Buyers
		316-2	Commercial Property Owner’s Guide to Earthquake Safety
RGM	Radon Gas and Mold Notice and Release Agreement	316-1	Residential Environmental Hazards Disclosure Booklet For Buyers
RID	Receipt for Increased Deposit/ Liquidated Damages		Not yet available
RIPA	Residential Income Property Purchase Agreement and Joint Escrow Instructions	159	Purchase Agreement – Other than One-to-Four Residential Units – Income Property
RLA	Residential Listing Agreement - Exclusive (SA attached)	102	Seller’s Listing Agreement – Exclusive Right to Sell, Exchange or Option

RLAA	Residential Listing Agreement - Agency (SA attached)		Not available as a matter of first tuesday policy
RLAN	Residential Listing Agreement - "Open" (SA attached)		Not available as a matter of first tuesday policy
RLAS	Residential Lease After Sale (Seller in Possession After Close of Escrow)	272	Holdover Occupancy Agreement
RPA-CA	California Residential Purchase Agreement and Joint Escrow Instructions	150	Purchase Agreement (One-to-Four Residential Units – Conventional and Carryback Financing)
		150-1	Purchase Agreement (One-to-Four Residential Units – With Short Sale Contingency)
		150-2	Purchase Agreement (One-to-Four Residential Units – Cash to New or Existing Loans)
		151	Purchase Agreement (Separate Buyer's Agent Fees – One-to-Four Units)
		152	Purchase Agreement (FHA Loans – One-to-Four Units)
		153	Purchase Agreement (VA Loans – One-to-Four Units)
		155	Purchase Agreement – Short Form – One-to-Four Residential Units
		156	Equity Purchase Agreement
		156-1	Equity Purchase Agreement (With Short-Sale Contingency)
		157	Purchase Agreement (Principal to Principal – One-to-Four Residential Units)
RPC-CA-1	Replacement Page 1 for RPA-CA	150-159	Unnecessary, as no pages in the first tuesday purchase agreements need replacement
RR	Request for Repair	269	Property Inspection – Buyer's Request for Repairs
SA	Seller's Advisory		Not yet available
SBSA	Statewide Buyer and Seller Advisory		Not available as a matter of first tuesday policy

SEL	Seller Instruction to Exclude Listing from the Multiple Listing Service	102	Seller's Listing Agreement – Exclusive Right to Sell, Exchange or Option
SES	Seller's Intent to Exchange Supplement	150-159 171 172-2	Unnecessary, as provisions for §1031 is contained in all purchase agreements Exchange Agreement – Other than One-to-Four Residential Units Supplemental Escrow Instructions – §1031 Cash Only Reinvestment In Lieu of a Cash-out Sale
TAA	Trust Bank Account Record for All Trust Funds Deposited And Withdrawn		Not yet available. <i>Note: Best performed with a computer management program.</i>
TAB	Trust Bank Account Record for Each Beneficiary		Not yet available <i>Note: Best performed with a computer management program.</i>
TAL	Trust Advisory (Listing)	150-159, 304	Unnecessary, as provision is contained in all purchase agreements and the Broker's mandatory use of the Transfer Disclosure Statement (TDS)
TAP	Trust Bank Account Record for Each Property Managed		Not yet available <i>Note: Best performed with a computer management program.</i>
TBA	Termination of Buyer Agency	121	Release and Cancellation of Employment Agreement
TC	Transaction Checklist	521 521-1	Listing Agent's Transaction Coordination Sheet – Property Listing Through Expiration or COE Selling Agent's Transaction Coordination Sheet – Prospective Purchase Through COE
TCS	Transaction Cover Sheet	523-1	Transmittal and Stack Sheet on Sale – For Administrative File Review
TDS	Real Estate Transfer Disclosure Statement	304	Condition of Property Disclosure – Transfer Disclosure Statement (TDS)
TEC	Tenant Estoppel Certificate	598	Tenant Estoppel Certificate
TF	Trust Funds Received and Released (Not Placed in Trust Bank Account)	536	Record of All Trust Funds Received – Not Placed in Broker's Trust Account (Sale of Existing Note) (DRE 4524)

TPA	Broker/Assistant-Licensee/ Assistants Three-Party Agreement	<i>505-506</i>	Unnecessary, as all licensed agents are employed under the Broker-Agent Employee Agreement or Broker-Agent Independent Contractor Agreement
VLPA	Vacant Land Purchase Agreement and Joint Escrow Instructions	<i>158</i>	Purchase Agreement – Land Acquisition Transaction
VLQ	Seller Vacant Land Questionnaire		Not yet available
VP	Verification of Property Condition	<i>279</i>	Due Diligence Contingencies Addendum
		<i>304</i>	Condition of Property Disclosure – Transfer Disclosure Statement (TDS)
VRA	Vacation Rental Agreement	<i>593</i>	Guest Occupancy Agreement – For Transient Occupancy Properties
VRL	Exclusive Authorization for Vacation Rental	<i>592</i>	Vacation Rental Management Agreement
WHSD	Water Heater and Smoke Detector Statement of Compliance	<i>150-159</i>	Unnecessary, as provisions are contained in all purchase agreements
		<i>304</i>	Unnecessary, as contained in state man- dated Condition of Property Disclosure – Transfer Disclosure Statement (TDS)
WOO	Withdrawal of Offer		Not yet available
WPA	Wood Destroying Pest Inspection and Allocation of Cost Addendum	<i>150-159</i>	Unnecessary, as provisions are contained in all purchase agreements

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