

# zipForm Plus Help Guide

New Jersey REALTORS®

(732) 494-5616

zipForm Plus Support: (586) 840-0140

# *First Look*

# FIRST LOOK

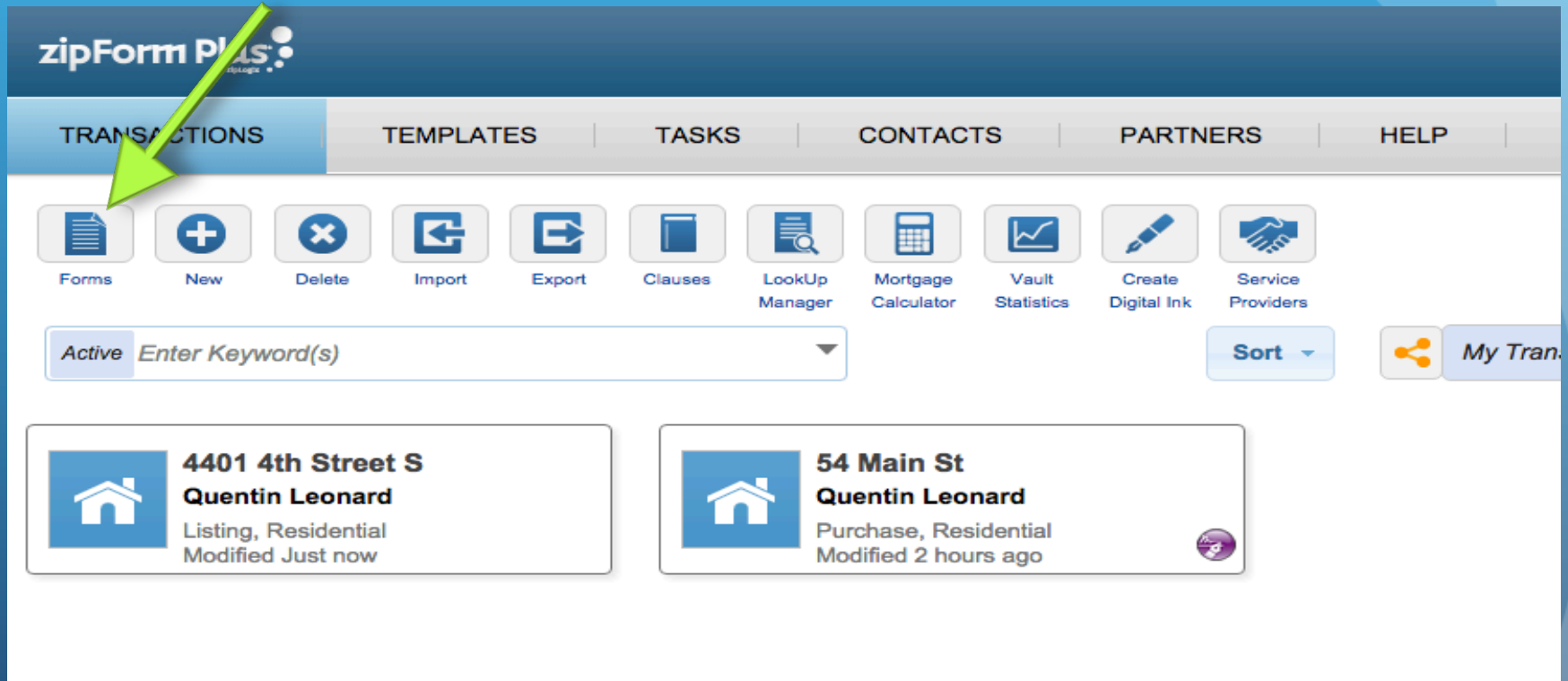
- When you first log in to zipForm Plus, this is what you see.
- You start off on the transaction home screen. You will see any transactions you've created, and can search or sort them.
- In the navigation menu, you have Transactions, Templates, Tasks, Contacts, Partners, and Help.

The screenshot displays the zipForm Plus web application interface. At the top left is the logo "zipForm Plus" with a small "by orange" tag. To the right of the logo is a navigation bar with icons for Home, Forms, Mortgage, Contacts, Mobile, and Settings. Below the logo is a horizontal menu with tabs: TRANSACTIONS (selected), TEMPLATES, TASKS, CONTACTS, PARTNERS, and HELP. On the right side of this menu is a user profile for "Quentin Leonard" with a dropdown arrow and a help icon. Below the menu is a toolbar with icons for Forms, New, Delete, Import, Export, Clauses, LookUp Manager, Mortgage Calculator, Vault Statistics, Create Digital Ink, and Service Providers. Below the toolbar is a search bar with the text "Active Enter Keyword(s)" and a dropdown arrow. To the right of the search bar are buttons for "Sort" and "My Transactions" with a dropdown arrow, and a hamburger menu icon. Below the search bar are two transaction cards. The first card is for "54 Main St" by "Quentin Leonard", with the description "Purchase, Residential" and "Modified Yesterday". The second card is for "4401 4th Street S" by "Quentin Leonard", with the description "Listing, Residential" and "Modified Yesterday".

# *Printing a Form*

# PRINTING A FORM

- To print a form from the library, start by clicking “Forms”



The screenshot displays the zipForm Plus software interface. At the top, the logo 'zipForm Plus' is visible. Below it is a navigation bar with tabs for 'TRANSACTIONS', 'TEMPLATES', 'TASKS', 'CONTACTS', 'PARTNERS', and 'HELP'. The 'TRANSACTIONS' tab is selected and highlighted in blue. A green arrow points to the 'Forms' icon in the main toolbar, which is the first icon in a row of ten. Below the toolbar is a search bar with the text 'Active Enter Keyword(s)' and a dropdown arrow. To the right of the search bar are buttons for 'Sort' and 'My Trans...'. Below the search bar are two property listing cards. The first card shows a house icon, the address '4401 4th Street S', the name 'Quentin Leonard', and the text 'Listing, Residential Modified Just now'. The second card shows a house icon, the address '54 Main St', the name 'Quentin Leonard', and the text 'Purchase, Residential Modified 2 hours ago'.

zipForm Plus

TRANSACTIONS | TEMPLATES | TASKS | CONTACTS | PARTNERS | HELP

Forms New Delete Import Export Clauses LookUp Manager Mortgage Calculator Vault Statistics Create Digital Ink Service Providers

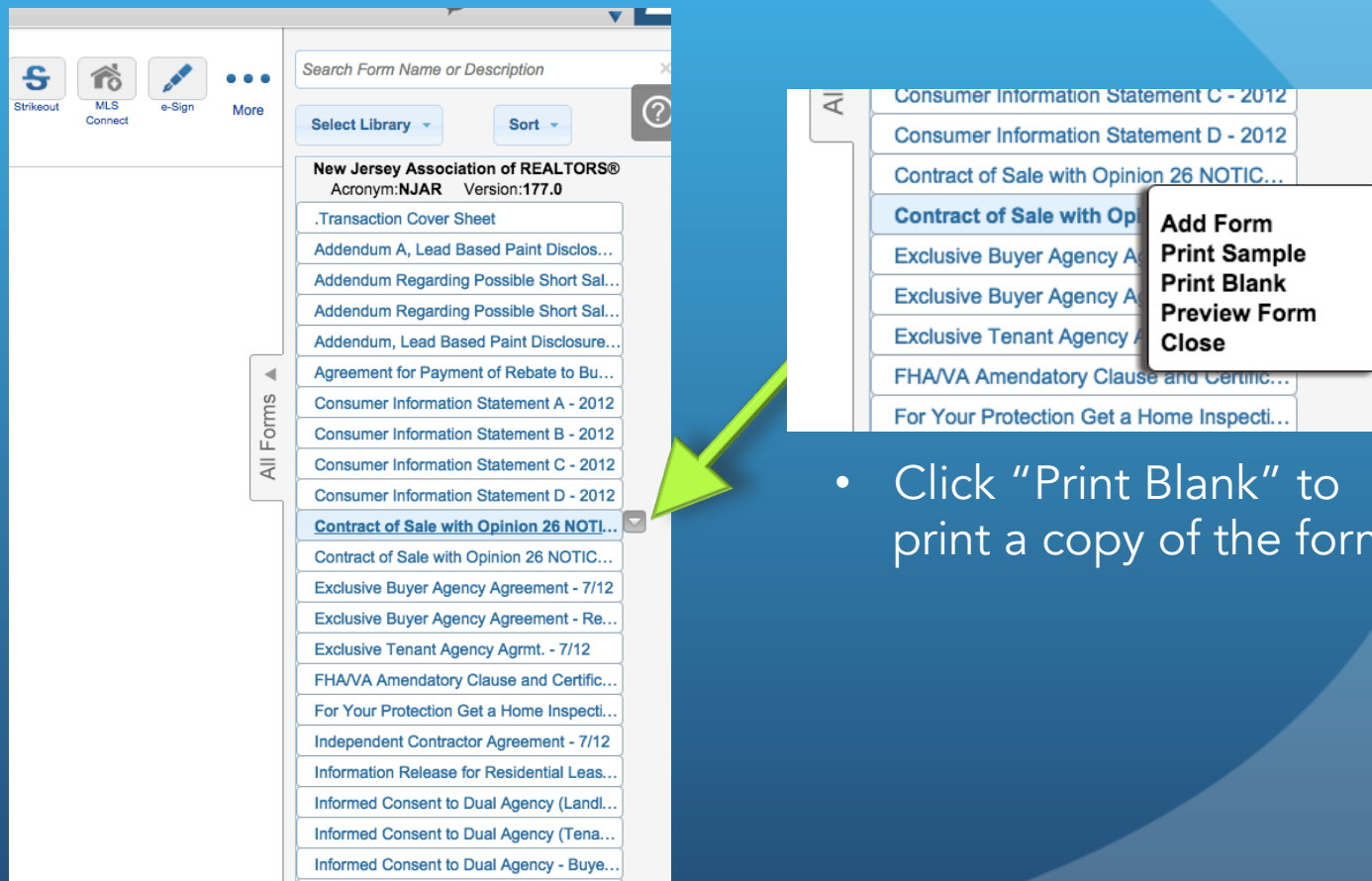
Active Enter Keyword(s) Sort My Trans...

**4401 4th Street S**  
**Quentin Leonard**  
Listing, Residential  
Modified Just now

**54 Main St**  
**Quentin Leonard**  
Purchase, Residential  
Modified 2 hours ago

# PRINTING A FORM

- The list of forms is shown on the right hand side. Find the form you want, and hover your mouse over it to show the options menu button.



The screenshot displays a software interface for managing forms. On the left, there are navigation icons for 'Strikeout', 'MLS Connect', 'e-Sign', and 'More'. The main area shows a search bar and a list of forms under the heading 'New Jersey Association of REALTORS® Acronym: NJAR Version: 177.0'. A green arrow points to the form 'Contract of Sale with Opinion 26 NOTI...', which has a dropdown menu open. The menu options are: Add Form, Print Sample, Print Blank, Preview Form, and Close.

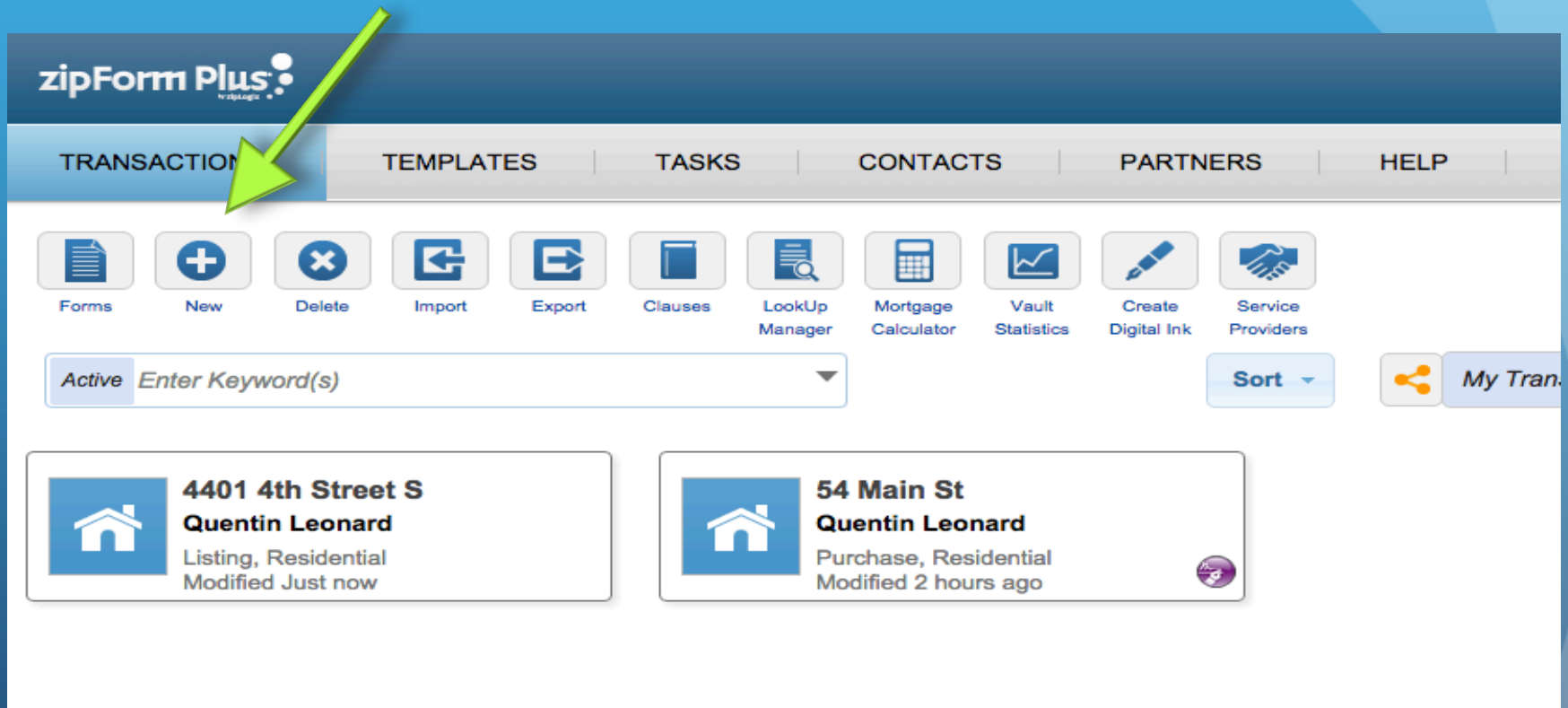
AI	Form Name
	Consumer Information Statement C - 2012
	Consumer Information Statement D - 2012
	Contract of Sale with Opinion 26 NOTIC...
	<b>Contract of Sale with Op</b>
	Exclusive Buyer Agency A
	Exclusive Buyer Agency A
	Exclusive Tenant Agency A
	FHA/VA Amendatory Clause and Certific...
	For Your Protection Get a Home Inspecti...

- Click "Print Blank" to print a copy of the form.

# *Creating a Transaction*

# CREATE A TRANSACTION

- To create a transaction, click "New" from the home screen.

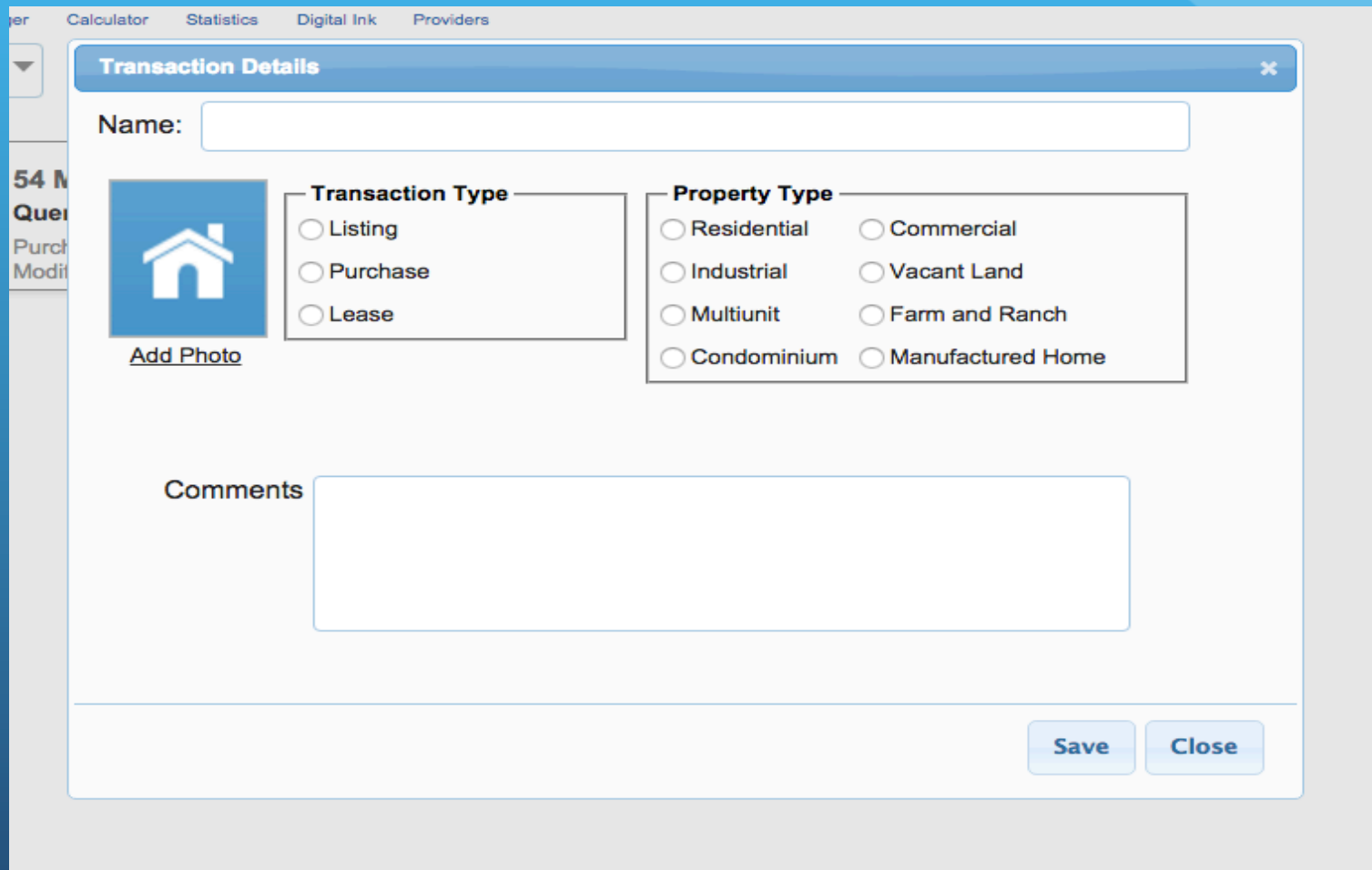


The screenshot displays the zipForm Plus web application interface. At the top left, the logo "zipForm Plus" is visible. Below the logo is a navigation bar with tabs: "TRANSACTION", "TEMPLATES", "TASKS", "CONTACTS", "PARTNERS", and "HELP". The "TRANSACTION" tab is selected and highlighted in blue. A green arrow points to the "New" button (represented by a plus sign icon) within this tab. Below the navigation bar is a row of icons for various functions: Forms, New, Delete, Import, Export, Clauses, LookUp Manager, Mortgage Calculator, Vault Statistics, Create Digital Ink, and Service Providers. Below this row is a search bar with the text "Active Enter Keyword(s)" and a dropdown arrow. To the right of the search bar are buttons for "Sort" and "My Trans...". Below the search bar are two transaction cards. The first card shows a house icon, the address "4401 4th Street S", the name "Quentin Leonard", and the details "Listing, Residential" and "Modified Just now". The second card shows a house icon, the address "54 Main St", the name "Quentin Leonard", and the details "Purchase, Residential" and "Modified 2 hours ago".



# CREATE A TRANSACTION

- Enter transaction details, type, and optional comments



The screenshot shows a software window titled "Transaction Details" with a close button (X) in the top right corner. The window contains the following elements:

- Name:** A text input field.
- Add Photo:** A blue square icon with a white house symbol and the text "Add Photo" below it.
- Transaction Type:** A group box containing three radio button options: Listing, Purchase, and Lease.
- Property Type:** A group box containing six radio button options: Residential, Commercial, Industrial, Vacant Land, Multiunit, and Farm and Ranch. Below these is a seventh option, Condominium, which is not enclosed in a box.
- Comments:** A large text area for entering optional comments.
- Buttons:** "Save" and "Close" buttons located at the bottom right of the window.

# *Working With a Transaction*

# WORKING WITH A TRANSACTION

- Transaction tools/actions are across the top (Print / E-mail / E-sign / etc.)
- List of forms is in the right sidebar, click on any form to add it to the transaction

The screenshot displays the zipForm Plus web application interface. At the top, there is a navigation bar with tabs for TRANSACTIONS, TEMPLATES, TASKS, CONTACTS, PARTNERS, and HELP. The user's name, Quentin Leonard, is visible in the top right corner. The main content area shows a transaction for "4401 4th Street S" with a status of "Active". Below the transaction details, there is a toolbar with various actions: Back, Apply Template, Add Document, Add Folder, Delete Document, Print, Save as PDF, Send, Transaction Info, e-Sign, Collaborate, and Copy PDF. A search bar is located above the toolbar. On the right side, there is a sidebar titled "All Forms" which contains a search bar and a list of forms. A green arrow points to the "All Forms" sidebar.

zipForm Plus

TRANSACTIONS | TEMPLATES | TASKS | CONTACTS | PARTNERS | HELP

4401 4th Street S  
Listing, Residential  
Modified 49 minutes ago

Transaction Status: Active

Documents | Parties | Property | Checklist | Services | History

Enter Keyword(s)

Back | Apply Template | Add Document | Add Folder | Delete Document | Print | Save as PDF | Send | Transaction Info | e-Sign | Collaborate | Copy PDF

Sort | Organize

All Forms

Search Form Name or Description

Select Library | Sort

New Jersey Association of REALTORS®  
Acronym: NJAR Version: 177.0

- .Transaction Cover Sheet
- Addendum A, Lead Based Paint Disclos...
- Addendum Regarding Possible Short Sal...
- Addendum Regarding Possible Short Sal...
- Addendum, Lead Based Paint Disclosure...
- Agreement for Payment of Rebate to Bu...
- Consumer Information Statement A - 2012
- Consumer Information Statement B - 2012
- Consumer Information Statement C - 2012

# WORKING WITH A TRANSACTION

- CIS C form has been added to the transaction
- Click on the form to open it and begin editing

The screenshot displays the zipForm Plus web application interface. The top navigation bar includes 'TRANSACTIONS', 'TEMPLATES', 'TASKS', 'CONTACTS', 'PARTNERS', and 'HELP'. The user's name, 'Quentin Leonard', is visible in the top right corner. The main content area shows a transaction for '4401 4th Street S', which is a 'Listing, Residential' property, modified 49 minutes ago. The transaction status is 'Active'. Below the transaction details, there is a 'Folders' section and a 'Documents' section. The 'Documents' section contains a list of actions: Back, Apply Template, Add Document, Add Folder, Delete Document, Print, Save as PDF, Send, Transaction Info, e-Sign, Collaborate, and Copy PDF. A document titled 'Consumer Information Statement C - 2012 -' is currently selected, and a 'Set Due Date' button is visible below it. On the right side, there is a search bar for 'Search Form Name or Description' and a list of forms under the heading 'All Forms'. The list includes various forms such as '.Transaction Cover Sheet', 'Addendum A, Lead Based Paint Disclos...', 'Addendum Regarding Possible Short Sal...', 'Addendum Regarding Possible Short Sal...', 'Addendum, Lead Based Paint Disclosure...', 'Agreement for Payment of Rebate to Bu...', 'Consumer Information Statement A - 2012', 'Consumer Information Statement B - 2012', 'Consumer Information Statement C - 2012' (which is highlighted), 'Consumer Information Statement D - 2012', 'Contract of Sale with Opinion 26 NOTIC...', and 'Contract of Sale with Opinion 26 NOTIC...'. The 'New Jersey Association of REALTORS®' logo and 'Acronym: NJAR Version: 177.0' are also visible at the top of the form list.

# *Editing Forms*

# EDITING FORMS

- All editable fields will be highlighted in yellow and clickable

LATES | TASKS | CONTACTS | PARTNERS | HELP

Back Fullscreen Save Email Print Transaction Info Fastfill Save as PDF Highlight Strikeout MLS Connect e-Sign More


Services

My Forms

their agent, their firm will also work as the agent for the other party. They must also explain what effect their working as a disclosed dual agent will have on the fiduciary duties their firm owes to the buyer and to the seller. When working as a disclosed dual agent, a brokerage firm must have the express permission of a party prior to disclosing confidential information to the other party. Such information includes the highest price a buyer can afford to pay and the lowest price a seller will accept and the parties' motivation to buy or sell. Remember, a brokerage firm acting as a disclosed dual agent will not be able to put one party's interests ahead of those of the other party and cannot advise or counsel either party on how to gain an advantage at the expense of the other party on the basis of confidential information obtained from or about the other party.


If you decide to enter into an agency relationship with a firm, which is to work as a disclosed dual agent, you are advised to sign a written agreement with that firm.

**TRANSACTION BROKER**  
The New Jersey Real Estate Licensing Law does not require licensees to work in the capacity of an "agent" when providing brokerage services. A transaction broker works with a buyer or a seller or both in the sales transaction without representing anyone. A TRANSACTION BROKER DOES NOT PROMOTE THE INTERESTS OF ONE PARTY OVER

**FOR SELLERS AND LANDLORDS**  
"By signing this Consumer Information Statement, I acknowledge that I received this statement from \_\_\_\_\_ (name of brokerage firm) prior to discussing my motivation to sell or lease or my desired selling or leasing price with one of its representatives."  
Signed 

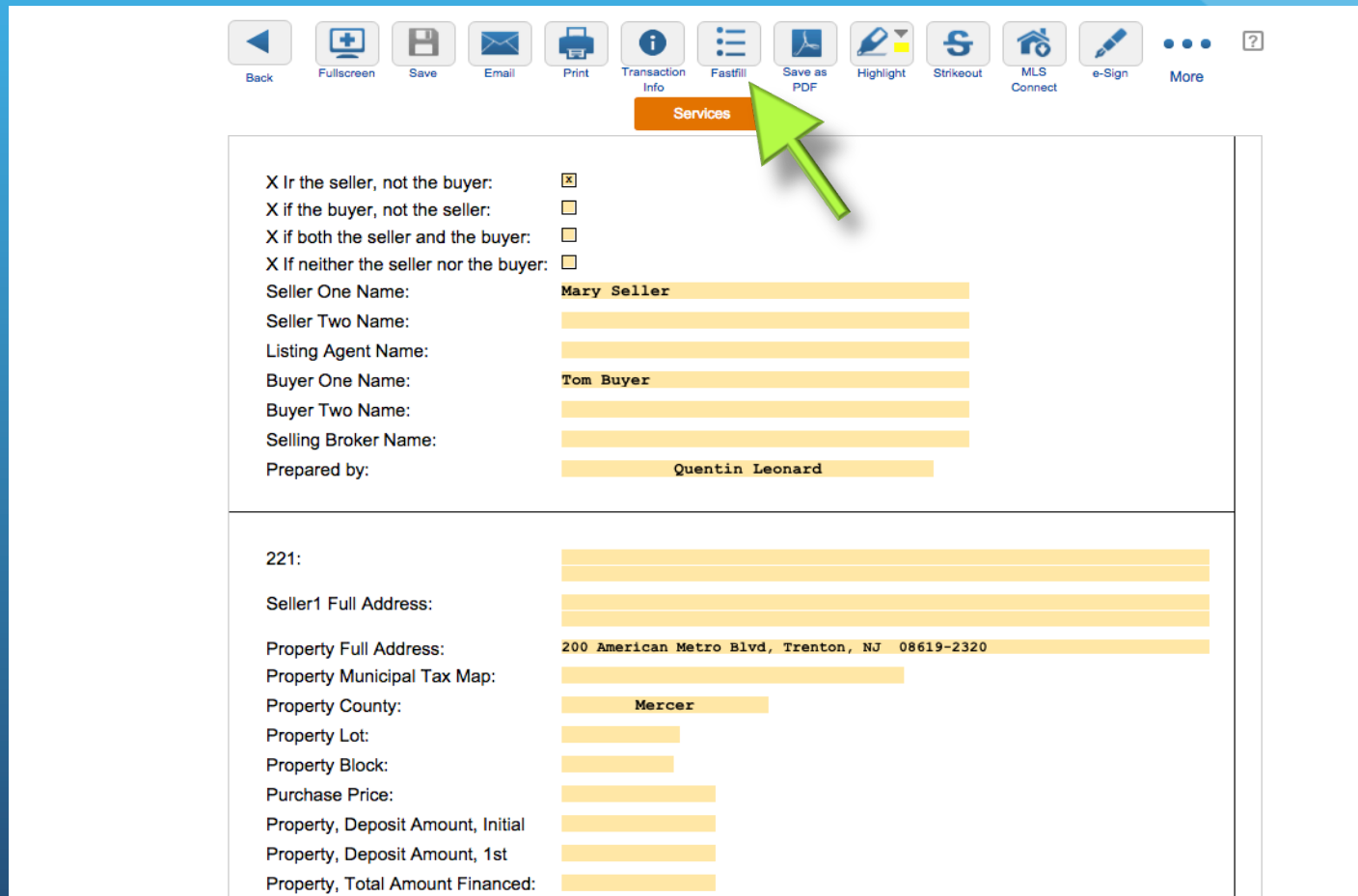
**FOR BUYERS AND TENANTS**  
"By signing this Consumer Information Statement, I acknowledge that I received this statement from \_\_\_\_\_ (name of brokerage firm) prior to discussing my motivation to sell or lease or my desired selling or leasing price with one of its representatives."  
Signed \_\_\_\_\_

**DECLARATION OF BUSINESS RELATIONSHIP**  
I, \_\_\_\_\_



# EDITING FORMS - FASTFILL

- Fastfill allows you to see only the editable fields on the form, stripping away the verbose language.



The screenshot shows a web interface for editing a real estate form. At the top, there is a toolbar with various icons: Back, Fullscreen, Save, Email, Print, Transaction Info, Fastfill (highlighted with a green arrow), Save as PDF, Highlight, Strikeout, MLS Connect, e-Sign, and More. Below the toolbar, the form is displayed with several fields. The 'Fastfill' button is highlighted in orange, and a green arrow points to it. The form fields are as follows:

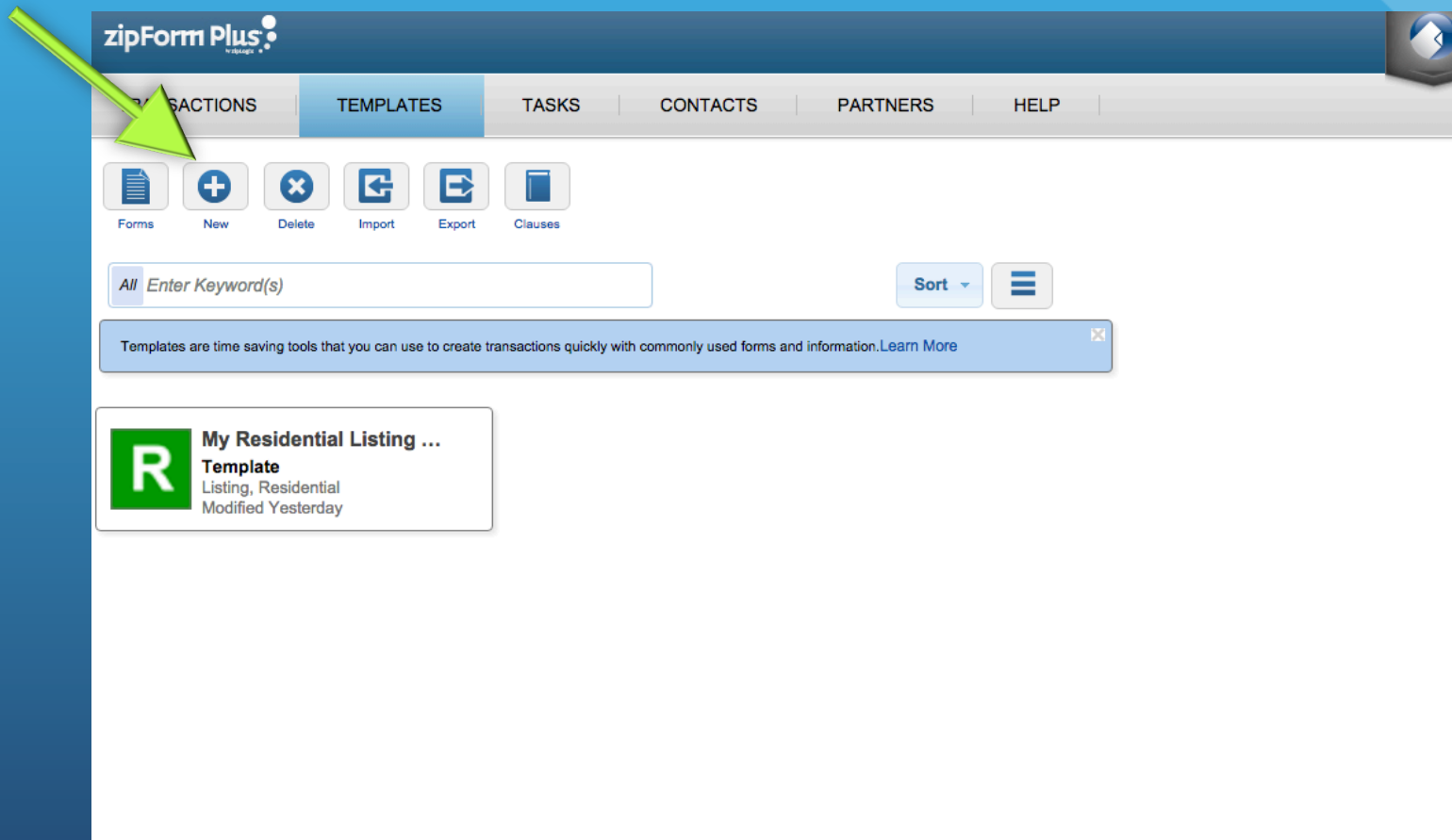
X If the seller, not the buyer:	<input checked="" type="checkbox"/>
X if the buyer, not the seller:	<input type="checkbox"/>
X if both the seller and the buyer:	<input type="checkbox"/>
X If neither the seller nor the buyer:	<input type="checkbox"/>
Seller One Name:	Mary Seller
Seller Two Name:	
Listing Agent Name:	
Buyer One Name:	Tom Buyer
Buyer Two Name:	
Selling Broker Name:	
Prepared by:	Quentin Leonard
221:	
Seller1 Full Address:	
Property Full Address:	200 American Metro Blvd, Trenton, NJ 08619-2320
Property Municipal Tax Map:	
Property County:	Mercer
Property Lot:	
Property Block:	
Purchase Price:	
Property, Deposit Amount, Initial	
Property, Deposit Amount, 1st	
Property, Total Amount Financed:	

# *Creating a Template*



# CREATING A TEMPLATE

- In the navigation menu, click “Templates”, then click “New” to create your template.



The screenshot displays the zipForm Plus web application interface. The top navigation bar includes the following menu items: TRANSACTIONS, TEMPLATES (highlighted), TASKS, CONTACTS, PARTNERS, and HELP. Below the navigation bar, there is a toolbar with icons for Forms, New, Delete, Import, Export, and Clauses. A green arrow points to the 'New' button. Below the toolbar, there is a search bar with the placeholder text 'Enter Keyword(s)' and a 'Sort' dropdown menu. A blue banner below the search bar contains the text: 'Templates are time saving tools that you can use to create transactions quickly with commonly used forms and information. [Learn More](#)'. Below the banner, there is a card for a template titled 'My Residential Listing ...' with a green 'R' icon. The card also displays the text: 'Template', 'Listing, Residential', and 'Modified Yesterday'.

# CREATING A TEMPLATE

- Next, fill in the relevant details of this template. Select a template type and property type. If you're the broker, you can select this template to be available to the whole office.

**Template Details**

Name: My Residential Lease Template

<b>Template Type</b>	<b>Property Type</b>	<b>Status</b>
<input type="radio"/> Listing	<input checked="" type="radio"/> Residential	<input checked="" type="radio"/> Agent
<input type="radio"/> Purchase	<input type="radio"/> Commercial	<input type="radio"/> Global
<input checked="" type="radio"/> Lease	<input type="radio"/> Industrial	<input type="radio"/> Office
	<input type="radio"/> Vacant Land	
	<input type="radio"/> Multiunit	
	<input type="radio"/> Farm and Ranch	
	<input type="radio"/> Condominium	
	<input type="radio"/> Manufactured Home	

**Auto Apply**

Do not automatically apply this template to new transactions

Automatically apply this template to Lease/Residential new transactions

Automatically apply this template to all new transactions

Apply Template

Save Close

# CREATING A TEMPLATE

- The next step is to select which forms you want included in this template.

The screenshot displays a software interface for creating a template. The interface is divided into several sections:

- Left Sidebar:** Shows "My Residential L..." and "Template" information, including "Lease, Residential" and "Modified 6 minutes ago".
- Top Navigation:** Includes tabs for "Documents", "Parties", "Property", and "Checklist", along with a search bar "Enter Keyword(s)".
- Toolbar:** Contains icons for "Back", "Apply Template", "New Transaction", "Add Document", "Add Folder", "Delete Document", "Print", "Save as PDF", "Send", "Transaction Info", and "Copy PDF".
- Search Bar:** Located at the top right, labeled "Search Form Name or Description".
- Form List:** A list of forms on the right side, with "Residential Lease - 4/15" selected. Other forms include "Agreement for Payment of Rebate to Bu...", "Consumer Information Statement A - 2012", "Contract of Sale with Opinion 26 NOTIC...", "Exclusive Buyer Agency Agreement - 7/12", "FHAVA Amendatory Clause and Certific...", "For Your Protection Get a Home Inspecti...", "Independent Contractor Agreement - 7/12", "Information Release for Residential Leas...", "Informed Consent to Dual Agency (Landl...", "Informed Consent to Dual Agency (Tena...", "Informed Consent to Dual Agency - Buye...", "Informed Consent to Dual Agency - Selle...", "Lease Application - 9/05", "New Construction Rider (old) - 7/12", "New Construction Rider - 9/15", "New Inquiry Form - 1/01", "Non - Binding Term Sheet - 1/01", "Non-Exclusive Buyer Agency Agreement...", "Non-Exclusive Buyer Agency Agreement...", "Regulations for Landlord Identity Registr...", "Seller Property Condition Disclosure Stat...", and "Timeline for Sales Contract - 10/15".
- Form Preview:** A preview of the "Residential Lease - 4/15" form is shown in the main area, with a green arrow pointing from the selected form in the list to the preview.

# CREATING A TEMPLATE – PARTIES!



- At this point, you're done! But, you can take it a step further, and define any parties that won't change from transaction to transaction.
- Click "Parties", then click "New" to add a party to the template

The screenshot shows the zipForm Plus web interface. At the top, there is a navigation bar with tabs for TRANSACTIONS, **TEMPLATES**, TASKS, CONTACTS, PARTNERS, and HELP. A green arrow points to the 'Parties' sub-tab within the 'TEMPLATES' section. Below the navigation bar, the main content area is titled 'My Residential L...' and features a dropdown menu. The 'Parties' sub-tab is active, showing a 'New' button (a plus sign in a circle), a 'Delete' button (an 'x' in a circle), and a 'Transaction Info' button (an 'i' in a circle). On the left side, there is a sidebar with a green 'R' icon and the text 'Template Lease, Residential Modified 5 minutes ago'. Below this, there is a section titled 'All Parties' with a list of categories: Tenant Contacts, Landlord Contacts, Service Providers, and Other Contacts.

# CREATING A TEMPLATE – PARTIES!



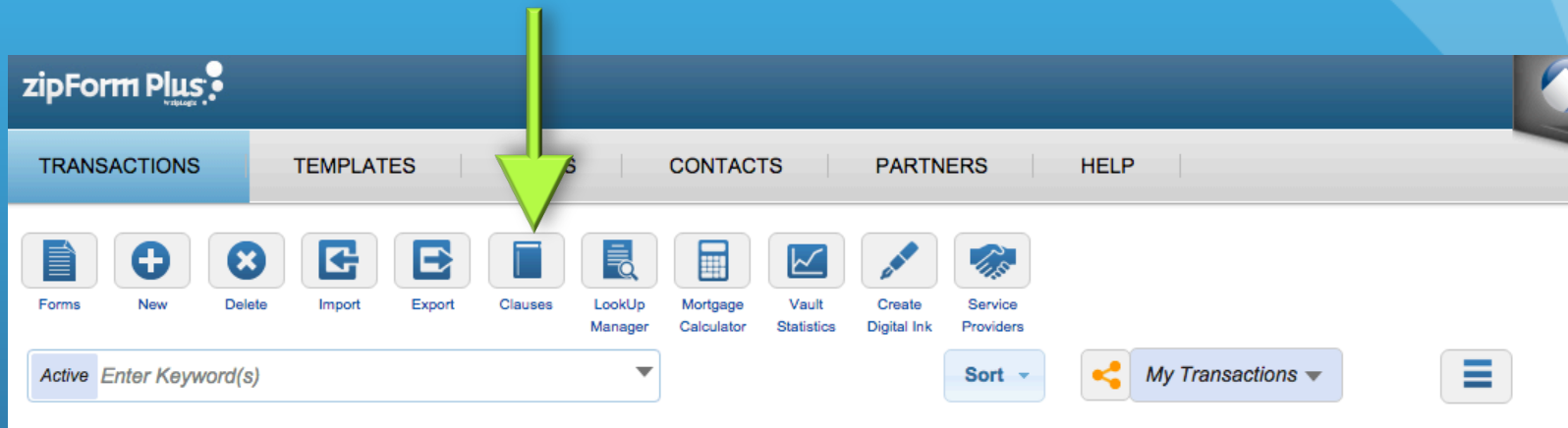
- Select a type, then fill in all the appropriate information about that party.
- This information will be automatically included on any form in this template that includes those fields.

The screenshot shows a web application interface for creating a 'Transaction Party'. The main form has a dropdown menu for 'Selling Broker' which is currently open, showing a list of roles: 'Selling Broker', 'Escrow Company', 'Appraisal Company', 'Disclosure Company', 'Home Warranty Company', and 'Title Company'. A green arrow points from the dropdown menu to the 'Selling Broker' dropdown in the main form. The main form includes fields for 'Broker Firm Name', 'Broker Fax', 'Agent ID#', 'Email', 'Business Fax', 'Street Address', 'City', 'State', 'Agent Name(Licensee)', 'Agent Phone', 'Cell Phone', 'Broker Office ID#', 'Broker Name', and 'Agent License Number'. There is also a 'Save as Contact' checkbox and an 'Add Photo' button with a placeholder icon. At the bottom right, there are 'Save', 'Cancel', and 'Clear' buttons.

# *Adding Clauses*

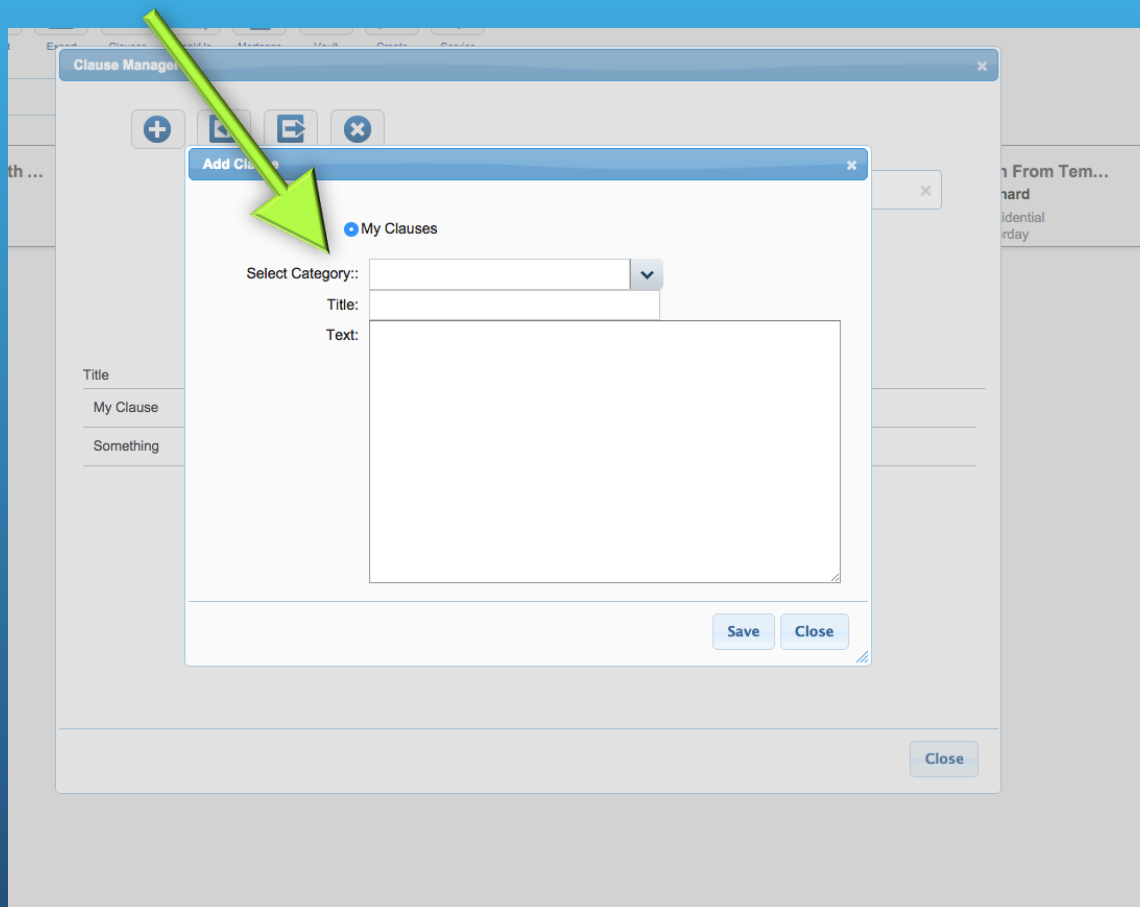
# ADDING CLAUSES

- To add a clause, click "Clauses" from the home screen to open the clause manager, then click "New"



# ADDING CLAUSES

- Next, fill in the clause details. You can create a new category for the clause, or add it to an existing one.



The screenshot displays a 'Clause Manager' application window. In the foreground, an 'Add Clause' dialog box is open. The dialog has a title bar with a close button. Below the title bar, there is a radio button labeled 'My Clauses' which is selected. Underneath, there is a 'Select Category:' label followed by a dropdown menu. Below the dropdown are two text input fields: 'Title:' and 'Text:'. At the bottom of the dialog, there are 'Save' and 'Close' buttons. A green arrow points from the top-left corner of the dialog box towards the 'Select Category' dropdown menu. In the background, the 'Clause Manager' window is visible, showing a toolbar with a plus sign, a refresh icon, and a close icon. Below the toolbar, there is a table with a 'Title' column and three rows: 'My Clause' and 'Something'. To the right of the dialog, there is a partially visible window titled 'From Tem...' with some text below it.



# ADDING CLAUSES – INSERTING INTO FORMS

- To add the clause to your form, click the pencil icon when you get to the clauses section.

The screenshot shows a legal form editor interface. At the top, there is a toolbar with icons for Back, Fullscreen, Save, Email, Print, Transaction Info, Fastfill, Save as PDF, Highlight, Strikeout, MLS Connect, e-Sign, and More. Below the toolbar is a 'Services' button. The main area of the form is a list of line numbers from 713 to 758. A large orange rectangular placeholder covers the area from line 713 to 739, labeled 'ADDITIONAL CONTRACTUAL PROVISIONS:'. A green arrow points to a pencil icon at the top left of this placeholder, specifically at line 713. Below the orange placeholder, the text 'IN THE PRESENCE OF:' is followed by a series of lines for signatures and dates. The lines are numbered 740 to 758. The lines are arranged in pairs, with a date field followed by a signature field. The signatures are: BUYER Mike Buyer (L.S.), BUYER Jane Buyer (L.S.), SELLER Joe Seller (L.S.), and SELLER Mary Seller (L.S.).

# ADDING CLAUSES – INSERTING INTO FORMS

- Find the clause you want to add, then click "Insert" to place it into the form.

42. ADDITIONAL CONTRACTUAL PROVISIONS:  
Some clause text here.

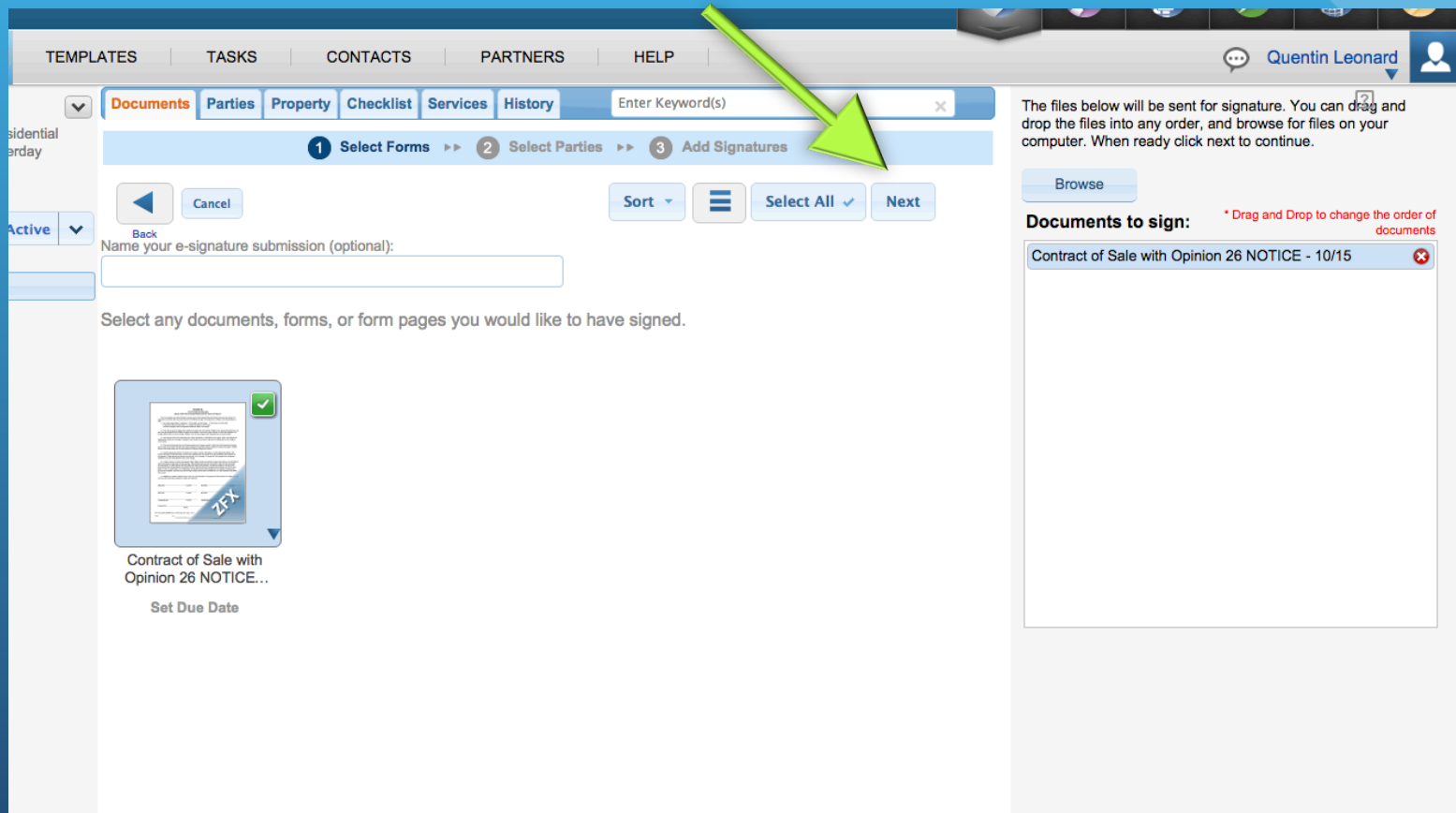
IN THE PRESENCE OF:

_____	Date	BUYER <b>Mike Buyer</b>	(L.S.)
_____	Date	BUYER <b>Jane Buyer</b>	(L.S.)
_____	Date	SELLER <b>Joe Seller</b>	(L.S.)
_____	Date	SELLER <b>Mary Seller</b>	(L.S.)

*E-Sign*

# E-SIGN

- zipForm makes e-Sign easy. Start by clicking e-Sign from your transaction.
- Then, select the documents you want to e-sign, and click "Next"



The screenshot shows the zipForm e-sign interface. At the top, there are navigation tabs: TEMPLATES, TASKS, CONTACTS, PARTNERS, and HELP. Below these is a search bar with the text "Enter Keyword(s)". The main navigation bar includes "Documents", "Parties", "Property", "Checklist", "Services", and "History". A progress indicator shows three steps: "1 Select Forms", "2 Select Parties", and "3 Add Signatures". A green arrow points to the "Next" button in the "Add Signatures" step. Below the progress indicator, there are buttons for "Cancel", "Sort", "Select All", and "Next". A text input field is labeled "Name your e-signature submission (optional):". Below this, there is a section titled "Select any documents, forms, or form pages you would like to have signed." with a thumbnail of a document titled "Contract of Sale with Opinion 26 NOTICE..." and a "Set Due Date" button. On the right side, there is a "Documents to sign:" section with a "Browse" button and a list of documents, including "Contract of Sale with Opinion 26 NOTICE - 10/15". A red asterisk and text indicate: "\* Drag and Drop to change the order of documents".

# E-SIGN – ADDING SIGNERS

- Next, select the signer(s). You must provide an e-mail address for every signer.

zipForm Plus

TRANSACTIONS | TEMPLATES | TASKS | CONTACTS | PARTNERS | HELP

4 Main St

1 Select Forms >> 2 Select Parties >> 3 Add Signatures

Previous + CC List GMT Time Zone

Here you can add parties to sign

Order Role

Order	Role
1	Buyer Two

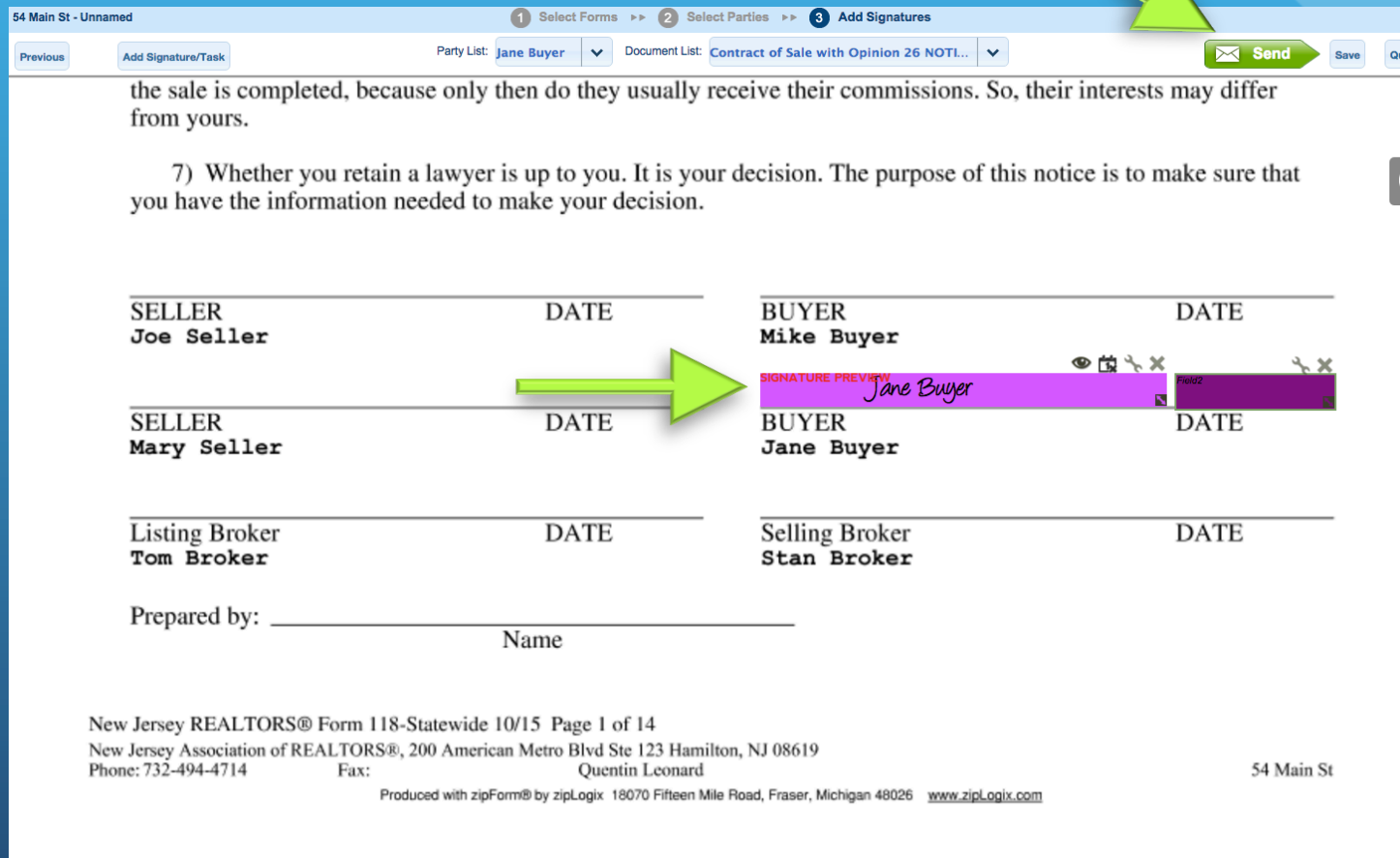
Transaction Parties | Address Book | Service Providers | New

Enter Keyword(s) x Sort

<input type="checkbox"/>	First Name*	Middle Name	Last Name*	Role*	Email*	Company
<input checked="" type="checkbox"/>	Jane		Buyer	Buyer Two	jane@buyer.com	
<input type="checkbox"/>	Joe		Seller	Seller One		
<input type="checkbox"/>	Mary		Seller	Seller Two		
<input type="checkbox"/>	Mike		Buyer	Buyer One		
<input type="checkbox"/>	Stan		Broker	Selling Agent		
<input type="checkbox"/>	Tom		Broker	Listing Agent		
<input type="checkbox"/>				Witness 1		
<input type="checkbox"/>				Witness 2		
<input type="checkbox"/>				Witness 3		
<input type="checkbox"/>				Witness 4		

# E-SIGN – REVIEW/EDIT FIELDS

- Next you'll review the signature fields. Everything is already done for you, but you are free to add custom fields as needed.
- When you're ready to send the form, click "Send".



54 Main St - Unnamed

1 Select Forms >> 2 Select Parties >> 3 Add Signatures

Previous Add Signature/Task Party List: Jane Buyer Document List: Contract of Sale with Opinion 26 NOTI... Send Save Qu

the sale is completed, because only then do they usually receive their commissions. So, their interests may differ from yours.

7) Whether you retain a lawyer is up to you. It is your decision. The purpose of this notice is to make sure that you have the information needed to make your decision.

SELLER Joe Seller	DATE	BUYER Mike Buyer	DATE
SELLER Mary Seller	DATE	BUYER Jane Buyer	DATE
Listing Broker Tom Broker	DATE	Selling Broker Stan Broker	DATE

Prepared by: \_\_\_\_\_  
Name

New Jersey REALTORS® Form 118-Statewide 10/15 Page 1 of 14  
New Jersey Association of REALTORS®, 200 American Metro Blvd Ste 123 Hamilton, NJ 08619  
Phone: 732-494-4714 Fax: Quentin Leonard  
Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 [www.ziplogix.com](http://www.ziplogix.com) 54 Main St

# E-SIGN – DONE!

- That's it! The signers will complete the e-sign process, and you'll be notified when the signed documents have been returned.