

REQUIRED AND RECOMMENDED FORMS FOR MONTGOMERY COUNTY

Greater Capital Area Association of REALTORS[®], Inc

This list is intended to be used as a reference and is not inclusive of all forms which might be needed or required for every transaction. "Required" indicates needed by statute or recommended by industry standard.

I - LISTINGS

	FORM	DATE
Exclusive Right to Sell Listing Agreement for Improved Real Property (required)	910	3/04
Jurisdictional Addendum Listing for Maryland and Montgomery County (required)	910C	3/04
* Inclusions/Exclusions Disclosure (required)	910A	6/03
* Maryland Residential Property Disclosure or Disclaimer (required)	1301J	10/01
* Federal Lead Paint Disclosure (required with pre-1978 properties)	500	7/01
* Maryland Lead Paint Notice and Disclosure Statement (pre-1979 properties)	1301L	9/96
* Subdivision plat showing well and septic location (required with well and septic properties)		
Understanding Whom Real Estate Agents Represent (required)	1301G	1/99
Consent for Dual Agency (required)	DUAL	1/99
Sellers Estimated Settlement Expenses	1503	2/03
MAR Residential Contract of Sale (sample copy required)	1300	10/03
AND/OR Regional Sales Contract (sample copy required)	103	9/99
Montgomery County Jurisdictional Addendum (sample copy required)	1300A	11/03
Government Regulations, Easements and Assessments (required)	1302	5/03
+ What Everyone Should Know About Equal Opportunity in Housing pamphlet	NAR	
+ Protect Your Family From Lead in Your home pamphlet (required for pre-1978 properties)	EPA	
+ MRIS Residential Profile Sheet	MRIS001	
+ Home Warranty Application (accepted or waived)		

Other Forms:

HOA Addendum re: MHAA, Disclosures and Transmittal (required if self-managed HOA)	1324	10/89
HOA Delivery and Receipt re: MHAA Materials	1325	10/89
MD Condo Addendum for Use with MAR or Reg. Contract (sample copy required)	1304E	5/00
* Condo Unit Owners Statement (required when 7 or more units)	1304D	11/99
Cooperative Addendum for Use with Regional Contract (sample copy required if applicable)	126	5/00
Addendum of Clauses	1332A/B	2/00

+ THESE FORMS ARE NOT AVAILABLE ONLINE FROM GCAAR. PICK THEM UP AT YOUR OFFICE OR IN THE GCAAR STORE.

* DISCLOSURES TO BE LEFT AT THE PROPERTY FOR PROSPECTIVE BUYERS.

II- BUYER CONSULTATION

	FORM	DATE
Understanding Whom Real Estate Agents Represent (required)	1301G	1/99
Consent for Dual Agency (required if representing buyer)	DUAL	1/99
Conf. of Declining Presumption of Buyer Agency (required if not representing Buyer)	1301M	1/99
Buyer Broker Retainer Agreement (required if representing Buyer)	912	1/00
Some Information Relative to the Purchase of Real Estate	1318	11/03
MAR Residential Contract of Sale (sample copy)	1300	10/03
And/Or Regional Sales Contract (sample copy)	103	9/99
Montgomery County Jurisdictional Addendum (sample copy)	1300A	11/03
Government Regulations, Easements and Assessments	1302	5/03
Addendum of Clauses	1332A/B	2/00
Financial Information Sheet	1504	1/97
Buyer's Estimated Settlement Costs	1502	2/03

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II - BUYER CONSULTATION (continued)

	FORM	DATE
+ Protect Your Family From Lead in Your Home pamphlet (required for pre-1978 properties)	EPA	
+ What Everyone Should Know About Equal Opportunity in Housing pamphlet	NAR	

Other Forms:

Maryland Lead Paint Notice and Disclosure Statement (pre-1979 properties)	1301L	9/96
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III - SALES

	FORM	DATE
Understanding Whom Real Estate Agents Represent (required)	1301G	1/99
Buyer Broker Retainer Agreement (required if representing Buyer)	912	1/00
Consent for Dual Agency (required if company listing)	DUAL	1/99
MAR Residential Contract of Sale (required)	1300	10/03
Or Regional Sales Contract (required)	103	9/99
Montgomery County Jurisdictional Addendum (required)	1300A	5/03
Addendum of Clauses	1332A/B	2/00
Notice of Buyers' Right to Property Condition Disclosure Statement or Disclaimer Statement (required)	1301H	1/96
Some Information Relative to Purchase of Real Estate (required)	1318	11/03
First Time Maryland Home Buyer Transfer and Recordation Tax (required if applicable)	1335	8/01
Government Regulations, Easements and Assessments (required)	1302	5/03
* Maryland Residential Property Condition Disclosure Statement or Disclaimer Statement (required)	1301J	10/01
* Federal Lead Paint Disclosure (required with pre-1978 properties)	500	7/01
* Maryland Lead Paint Notice and Disclosure Statement (required for pre-1979 properties)	1301L	9/96
+ Protect Your Family From Lead in Your home pamphlet (required with pre-1978 properties)	EPA	
Lead Based Paint Hazard Inspection Addendum	1301F	5/97
Buyer's Estimated Settlement Costs	1502	2/03

.Other Forms:

Home Inspection Notice	950	11/00
FHA Addendum (required with FHA loans)	1301A	1/96
Importance of a Home Inspection (required with FHA loans)	HUD92564- cn	6/99
VA Addendum (required with VA loans)	1303B	1/96
Pre-Settlement Limited Access Agreement	1307	2/04
Pre-Settlement Occupancy Agreement	1308	12/00
Post-Settlement Occupancy Agreement	1309	5/03

HOA's - The following forms are to be used with resale in communities that have a Homeowners Association that can impose a monetary fee:

HOA Addendum to Resale Contract for Single Family Homes Notice (required)	1323	10/89
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Condominiums/Co-ops - The following forms are to be used with condominiums with seven (7) or more units:

Maryland Condominium Addendum for use with either the MAR or Regional Contract (required)	1304E	5/00
Acknowledgment of Receipt of Information (required)	1304A	11/99
* Unit Owners Statement (required)	1304D	11/99
Cooperative Addendum for use with either the MAR or Regional Contract (required)	126	5/00

* COPIES OF THESE DISCLOSURES SIGNED BY THE SELLER SHOULD BE PROVIDED TO THE BUYER TO BE INCLUDED AS PART OF THE OFFER CONTRACT.