

# Buying & Selling

YOUR HOME



A PROFESSIONAL GUIDE

**M** MAGNUS TITLE  
AGENCY



Not intended to solicit currently listed properties.

# IMPORTANT CONTACTS

## REALTOR®

Agent: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

## MAGNUS TITLE AGENCY

Escrow Officer: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Branch Location: \_\_\_\_\_

**Escrow #:** \_\_\_\_\_

## LENDER

Loan Officer: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

## HOME INSURANCE

Agent: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Policy #:** \_\_\_\_\_

**Policy Date:** \_\_\_\_\_

## HOME WARRANTY

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Policy #:** \_\_\_\_\_

## HOME INSPECTION

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Inspection Date/Time:** \_\_\_\_\_



WWW.MAGNUSTITLE.COM

# THE CONTENTS

## THE BASICS

Who and What You Need to Know  
Real Estate Terminology - Common Terms

## SELLER ESSENTIALS

Advantages of Selling with a REALTOR®  
The Home Selling Process  
Contract Timeline

## BUYER ESSENTIALS

The Home Buying Process  
Buyer Wishlist  
Home Comparison Checklist  
Zip Code Map  
Local Services Directory

## HOME INSPECTION

The Home Inspection

## MOVING ESSENTIALS

Moving Checklist

## ESCROW & TITLE

What is Escrow?  
What is Title Insurance?  
Life of an Escrow  
Closing Costs: Who Pays What  
Taking Title  
Closing 101  
After the Closing

## CONTRACTS & FORMS

Buyer-Broker Exclusive Employment Agreement  
Buyer-Tenant Employment Agreement Addendum  
Buyer-Broker Agreement to Show Property  
Real Estate Agency Disclosure and Election  
Residential Real Estate Purchase Contract  
HOA Condo/Planned Community Addendum  
Counter Offer  
Buyer's Inspection and Seller's Response (BINSR)  
Buyer Advisory  
Residential Listing Contract - Exclusive Right to Sell/Rent  
Listing Contract Addendum  
Seller Compensation Addendum  
Compensation Agreement Between Brokers

## MAGNUS TITLE AGENCY LOCATIONS

Inside Back Cover

# THE BASICS



Who and What You Need to Know



Real Estate Terminology

# THE BASICS

## Who and What You Need to Know for the Home Purchasing Process



### REALTOR®

A **REALTOR®** is a licensed real estate agent and a member of the **NATIONAL ASSOCIATION OF REALTORS®**, a real estate trade association. **REALTORS®** also belong to their state and local **ASSOCIATION OF REALTORS®**.



### REAL ESTATE AGENT

A real estate agent is licensed by the state to represent parties in the transfer of property. Every **REALTOR®** is a real estate agent, but not every real estate agent has the professional designation of a **REALTOR®**.



### MULTIPLE LISTING SERVICE (MLS)

The **MLS** is a database of properties listed for sale by **REALTORS®** who are members of the local **ASSOCIATION OF REALTORS®**. Information on an **MLS** property is available to thousands of **REALTORS®**.

### LISTING AGENT (FOR SELLER)

A key role of the listing agent **OR** broker is to form a legal relationship with the homeowner to sell the property and place the property in the Multiple Listing Service.



### BUYER'S AGENT

A key role of the buyer's agent **OR** broker is to work with the buyer to locate a suitable property and negotiate a successful home purchase.



### ESCROW OFFICER

A disinterested 3rd party that handles funds, title insurance and signing of loan documents.



### LENDER

The lender works with the buyer to arrange financing for the purchase of a home.



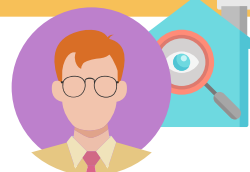
### APPRAISER

Inspects the property and determines the comparable price of the home.



### HOME INSPECTOR

Inspects the property and works directly for the buyer.



### COMMITMENT IS A TWO-WAY STREET

Your **REALTOR®** will make a commitment to spend valuable hours finding the right home for you: researching listings, previewing properties, visiting homes with you, and negotiating your contract. Honor that commitment by staying with the **REALTOR®** you've selected until you purchase your home. Be sure your **REALTOR®** accompanies you on your first visit to all new homes and open houses, too.

# REAL ESTATE TERMINOLOGY



## Common Terms

### ADJUSTABLE RATE MORTGAGE (ARM)

The interest rate is tied to a financial index making the monthly mortgage payment go up or down over time.

### ANNUAL PERCENTAGE RATE (APR)

The percent of interest that will be charged on a home loan.

### APPRAISAL

A report highlighting the estimated value of the property completed by a qualified 3rd party. This is typically done for the benefit of the buyer or the buyer's lender to ensure the property is worth the purchase price.

### ASSOCIATION FEE/HOA FEE

In addition to a mortgage, certain housing communities such as town homes have a monthly fee associated with maintaining the common areas and amenities.

### BALLOON MORTGAGE

A long-term mortgage loan that starts small but has a large payment due at maturity.

### CLOSING

When the new title to the property is officially recorded by the County Recorder's Office and ownership of the property transfers to the new buyer.

### CLOSING COSTS

The buyer and seller have expenses associated with the transaction other than that of the actual cost of the home. For example, the buyer has a variety of fees due for obtaining a new loan.

### CLOSING DISCLOSURE

A form that provides the final details about the mortgage loan. It includes loan terms, projected monthly payments, and how much the extra fees will be.

### COLLATERAL

Something of value (in this case your home) that is held to ensure repayment of a mortgage or loan.

### COMPENSATION

A percent of the sale price of the home that is paid to agents. Seller and Buyer agent compensation are negotiable.

### COMPARABLES

Homes in the area of interest that have recently sold that have similar features.

### CONTINGENCIES

Conditions which must be met in order to close. Contingencies are typically tied to a date, referred to as a deadline. If the contingency is not satisfied the contract may be canceled.

COUNTEROFFER	The response from the seller in regard to an offer.
DEBT TO INCOME RATIO	A lender will evaluate whether a borrower's income is large enough to handle their payments on existing debts plus their new mortgage payments.
DOWN PAYMENT	A percent of the cost of the property that is paid up front as a part of the mortgage.
EARNEST MONEY	The deposit made from the buyer to the seller when submitting an offer. This deposit is typically held in trust by a third party. Upon closing, the money will generally be applied to the down payment or closing costs.
ESCROW	This term has multiple meanings; earnest money is typically held by a third party until closing in "escrow." It can also be referred to as the time period from when the contract is written and accepted by the seller to when the home sale actually closes.
EQUITY	The difference in the market value of a home versus what is owed on the home.
FHA	A mortgage that is financed through a private lender and insured by the Federal Housing Administration, often requiring a lower down payment and income to qualify.
FIXED RATE	The interest rate will remain the same for the entire life of the mortgage.
HOME EQUITY LINE OF CREDIT	A loan or line of credit that your lender may offer using the equity in your home as collateral.
HOME INSPECTION	The process in which a professional inspects the seller's home for issues that may not be readily apparent, and then creates a report for the buyer to review.
HOME PROTECTION PLAN	A one-year service that covers the cost of repairs or replacements to items covered in the plan (such as stoves, dishwashers, A/C, heaters, etc.).
HYBRID	A loan that starts with a fixed rate period, then converts to an adjustable rate.
MORTGAGE INSURANCE	Insurance written in connection with a mortgage loan that protects the lender in the event the borrower cannot repay their loan. This is usually not required if the borrower has 20% or more for the down payment.

MORTGAGE NOTE	A promise to pay a sum of money at a standard interest rate during a specific term that is secured by a mortgage.
MULTIPLE LISTING SERVICE (MLS)	The national list of real estate properties that are available for sale. These are the most reliable sources to receive up-to-date listing information.
PRE-APPROVAL	The process in which a lender makes an initial evaluation of how much money a buyer might be qualified to borrow based on the preliminary financial information provided. This gives the seller more confidence in the buyer's ability to close escrow, but is not a guarantee that the loan will be approved.
PRINCIPAL	The underlying amount of the loan which is actually borrowed.
PROPERTY TAXES	These are the taxes that are enforced by the city, town, county, and state government entities. Sometimes they are included in the total monthly mortgage payment paid to the lender and sometimes they are paid directly by the home owner.
REO	Real estate owned properties or foreclosed properties currently owned by a financial institution such as the bank that made the loan to the previous owner.
REVERSE MORTGAGE	This is specifically for seniors and it allows them to convert the equity in their home to cash.
SHORT SALE	A situation when the seller's lender is willing to accept an offer and allows the sale to be completed for an amount less than the mortgage amount owed by the seller.
TITLE	A legal document proving current and proper ownership of the property. Also referred to as a Title Deed, this document highlights the history of property ownership and transfers.
UNDERWRITING	The process in which the potential home buyer is evaluated for their financial ability to obtain and repay a loan. This normally includes a credit check and an appraisal of the property.
VA LOAN	Special no down payment loans that are available to Americans who have served in the Armed Forces. These loans are issued by private lenders and are guaranteed by the Department of Veterans Affairs.



# ESSENTIALS FOR **SELLERS**



Advantages of Selling with a REALTOR®

The Home Selling Process

Contract Timeline

# ADVANTAGES OF SELLING WITH A REALTOR®



## PRICING

By providing valuable information on local market conditions, your **REALTOR®** will help you price your property realistically and fairly. You will also be informed of changes in the market that may affect the sale of your property.



## ADVERTISING

Exposure of your property is key to obtaining a quick sale in today's market. When you use an agent, he OR she will aggressively market your home through highly targeted advertising, aiming to reach as many potential buyers as possible.

By utilizing a variety of marketing tools, including Multiple Listing Services, advertisement in trade magazines, internet, and national referral networks, your **REALTOR®** will ensure that your home is sold expediently.



## SCREENING

Finding the right buyer is the ultimate goal of selling a property. Hence, the real estate professional will only show your property to serious, qualified buyers.

A **REALTOR®** has the expertise to research and investigate all potential buyers, exclusively managing the time-consuming aspects of selling a home like fielding constant telephone inquiries, setting up appointments, and holding open houses.



## NEGOTIATION

A **REALTOR®** can help you get top dollar for your home because negotiating is one of their areas of expertise.

Negotiating for the best terms & price, acting as a mediator to smooth over any potential conflicts between the buyer and the seller, and drawing up a legally binding contract is what you can expect from your trained professional.



## CLOSING OR SETTLEMENT

Not only will your **REALTOR®** guide you through the complexity of paperwork that ensues during a home sale, but they will also keep you informed of everything from the escrow process to inspection procedures.

Your agent can monitor your transaction while it is in escrow and handle any problems that may arise.



## PROFESSIONALISM

Think of a **REALTOR®** as a trained professional who has the ability to sell your property quickly and cost-effectively.

# THE HOME SELLING PROCESS

## A Quick 12-Step Overview of the Entire Home Selling Process

### 1 MEET WITH A REAL ESTATE PROFESSIONAL

There's no commitment required on your part for the initial meeting. It will be educational and help you identify your next steps.



### 2 ESTABLISH A PRICE

Your agent will provide a market analysis, which will help you set an asking price.

### 3 STRATEGIC PRICING

As difficult as it may be, it's important to review the market analysis and consider your home price objectively.



### 4 PREPARE THE HOME FOR SALE

View your home through the eyes of the **Buyer** and ask yourself what you'd expect. Your agent will offer some useful suggestions.



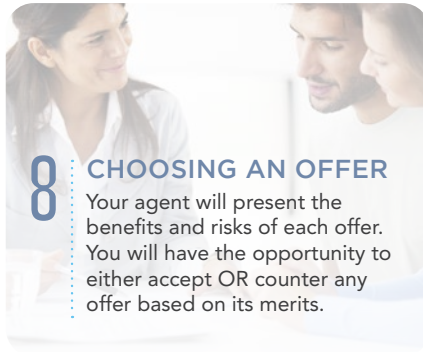
MULTIPLE LISTING SERVICE

MLS

FOR SALE

### 5 LISTING THE HOUSE

When everything is in place your agent will put your home on the open market. It's critical you make it as easy as possible for potential Buyers to view your home.



### 8 CHOOSING AN OFFER

Your agent will present the benefits and risks of each offer. You will have the opportunity to either accept OR counter any offer based on its merits.

### 6 HOME SHOWINGS

Potential **Buyers** may ask to see your home on short notice. It's best to accommodate these requests, you never want to miss a potential sale.



### 7 OFFERS AND NEGOTIATION

If everything goes well, a Buyer and (most often the agent who represents them) will present your agent with an offer.



### 9 UNDER CONTRACT

At this point, you and the Buyer have agreed to all of the terms of the offer and both parties have signed the agreements.

### 10 ESCROW OPENED

Earnest money is deposited by Buyer. Buyer will work with their mortgage provider to finalize the loan. **MAGNUS TITLE AGENCY** begins processing final purchase details.



### 11 HOME INSPECTION

Buyers usually perform a physical inspection and may ask you to make some repairs. Your agent will explain all of your inspection options. **See p.13**

### 12 CLOSING

This is the transfer of funds and ownership. Depending on when the Buyer moves into the home you will need to be all packed up and ready to move.



# CONTRACT TIMELINE

Your Reference for Important Points During the Purchasing Contract Process

5 DAYS

10 DAYS

14 DAYS

18 DAYS

21 - 27 DAYS

28 - 30 DAYS

## Lender Process



- **Buyers loan application** submitted to lender

- **Lender** orders **appraisal** and receives results of full-blown **credit report**

- **Buyers** to provide all requested information to **Lender**

- Appraisal complete
- **Lender** may request additional information

- **Lender** submits loan package to underwriting for approval

- **Loan Approved**
- Lender docs sent to escrow.

## Home Inspection



- Arrange for **Home Inspection**

- Home Inspection **completed** per **Buyer** request
- Start to negotiate completion of home inspection items

## Insurance Process



- Contact **Insurance Agent** regarding **homeowner's insurance options** for subject property

- Contact **Insurance Agent** to discuss policies

- Follow-up with **Insurance Agent** to ensure policy will be in effect on date of property possession

## Title / Escrow Process



- **Contract** and **earnest money** received by **Escrow**

- **Title Search** completed by



- **HOA** ordered if applicable

- **Magnus Title Agency** may require additional information from **Seller** and/or **Buyer** to clear title requirements

- HOA documents due back from **HOA** company if applicable

- **Escrow** completes and provides title request to lender if applicable

- **Escrow** prepares documents for closing

- Once all requirements are met **title is clear** and ready to move to the **closing**

- Finalize Settlement Statement/ Final balancing with **Lender**

## Moving Process

- Research and schedule moving company

- Pick up moving boxes
- Begin packing items **not** needed in the next **30 days**



- Begin setting up telephone, cable, etc. at new property address

- **Change utilities**, water, etc. (after loan is approved) effective on date of possession

# ESSENTIALS FOR **BUYERS**



The Home Buying Process

Buyer's Wish List

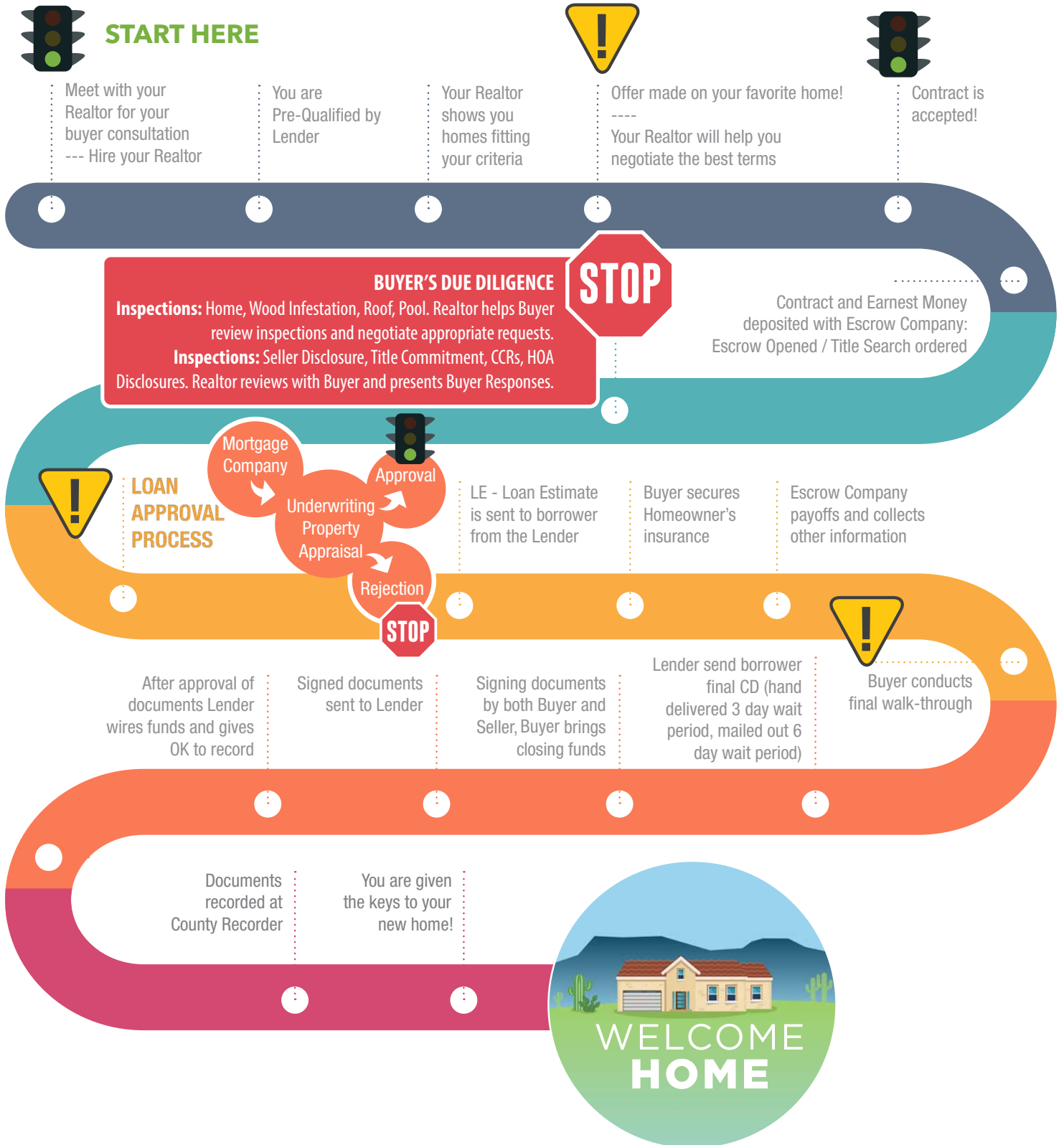
Comparison Checklist

Zip Code Map

Local Services Directory

# THE HOME BUYING PROCESS

## A Roadmap to Purchasing Your Home



# BUYER WISHLIST

There are many important factors involved in finding the perfect home. It's hard to remember them all when you are put on the spot! This worksheet is designed to outline your important needs and desires in your new home.



**Please take your time and fill it out before we begin our search. It will serve as a great reference tool!**

## PROPERTY SPECIFICATIONS

Square Feet: Min. \_\_\_\_\_ Max. \_\_\_\_\_ No. of Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_  
Price Range: \_\_\_\_\_ Parking Type/Spaces: \_\_\_\_\_  
Style of Home: \_\_\_\_\_ Roof Type:  Tile  Asphalt  
Floor Type:  Wood  Tile  Carpet Lot Size: \_\_\_\_\_  
No. of Stories: \_\_\_\_\_ Landscape Style: \_\_\_\_\_  
Home Age: \_\_\_\_\_ Preferred Zip Codes: \_\_\_\_\_

## IMPORTANT FEATURES

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Formal Living Room | <input type="checkbox"/> Pool          | <input type="checkbox"/> RV / Boat Parking       |
| <input type="checkbox"/> Formal Dining Room | <input type="checkbox"/> Spa           | <input type="checkbox"/> Alarm / Security System |
| <input type="checkbox"/> Great Room         | <input type="checkbox"/> View          | <input type="checkbox"/> Vaulted Ceilings        |
| <input type="checkbox"/> Family Room        | <input type="checkbox"/> Decks         | <input type="checkbox"/> Fireplace               |
| <input type="checkbox"/> Pantry             | <input type="checkbox"/> Fenced Yard   | <input type="checkbox"/> Large Closets           |
| <input type="checkbox"/> Breakfast Area     | <input type="checkbox"/> Guest House   | <input type="checkbox"/> Solar                   |
| <input type="checkbox"/> Laundry Room       | <input type="checkbox"/> Garage        | <input type="checkbox"/> Extra Storage           |
| <input type="checkbox"/> Appliances         | <input type="checkbox"/> Extra Parking |  |

BUYER NOTES

# HOME COMPARISON CHECKLIST

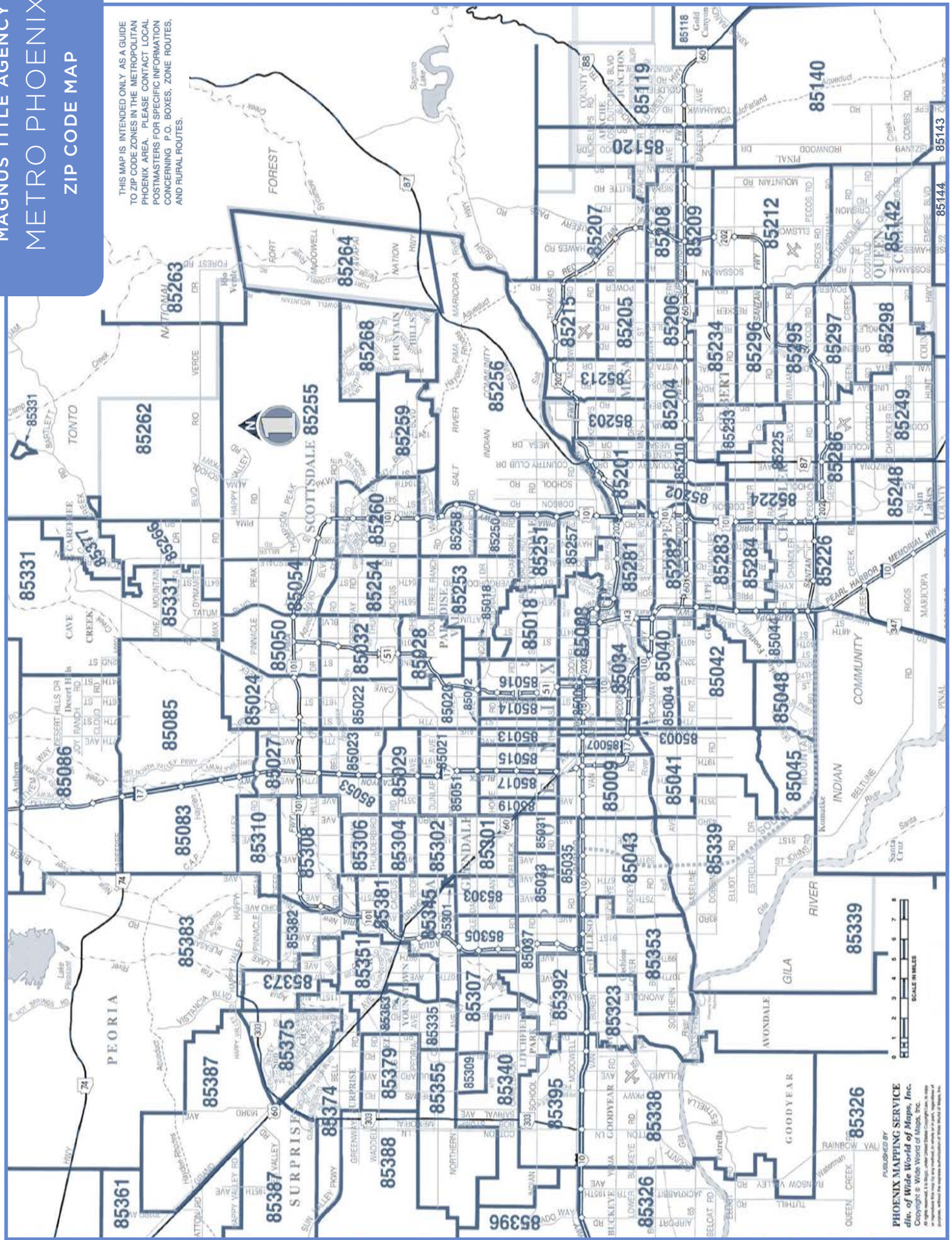
PROPERTY	#1	#2	#3	#4
ADDRESS				
ASKING PRICE	\$ _____	\$ _____	\$ _____	\$ _____
FIRST IMPRESSION				
ROOF CONDITION				
EXTERIOR CONDITION				
GARAGE SIZE				
NO. OF BATHROOMS				
NO. OF BEDROOMS				
NO. OF CLOSETS				
CENTRAL A/C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIVING ROOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIREPLACE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEPARATE DINING ROOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FAMILY ROOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KITCHEN EATING AREA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFRIGERATOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STOVE/OVEN (Mark Type)	<input type="checkbox"/> _Electric <input type="checkbox"/> _Gas	<input type="checkbox"/> _Electric <input type="checkbox"/> _Gas	<input type="checkbox"/> _Electric <input type="checkbox"/> _Gas	<input type="checkbox"/> _Electric <input type="checkbox"/> _Gas

BUYER NOTES	_____
	_____
	_____
	_____
	_____



# MAGNUS TITLE AGENCY METRO PHOENIX ZIP CODE MAP

THIS MAP IS INTENDED ONLY AS A GUIDE TO ZIP CODE ZONES IN THE METROPOLITAN PHOENIX AREA. PLEASE CONTACT LOCAL POSTMASTERS FOR SPECIFIC INFORMATION CONCERNING P.O. BOXES, ZONE ROUTES, AND RURAL ROUTES.



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# LOCAL SERVICES DIRECTORY

## UTILITIES

(APS) Arizona Public Service 602.371.7171 OR 1.800.253.9405

■ [www.aps.com](http://www.aps.com)

(SRP) Salt River Project 602.236.8888

■ [www.srp.com](http://www.srp.com)

## GAS

Southwest Gas 877.860.6020

■ [www.swgas.com](http://www.swgas.com)

Mesa Gas 480.644.2221

## WATER

Apache Junction 480.982.6030

Avondale 623.333.2005

Buckeye 623.386.2196

Carefree 480.488.9100

Cave Creek 480.488.6617

Chandler 480.782.2280

El Mirage 623.933.1228

Fountain Hills 480.837.9522

Gilbert 480.503.6800

Glendale 623.930.3190

Global Water 520.568.4452

Goodyear 623.932.3910

Guadalupe 480.730.3080

Litchfield Park 623.935.9367

Maricopa Dom Water Improv. Dist 520.568.2239

Mesa 480.644.2221

Paradise Valley\* (sewer) 480.348.3518

■ [www.ci/paradise.valley.az.us/](http://www.ci/paradise.valley.az.us/)

*Paradise Valley water service is through a private water company called: EPCOR 1.800.383.0834 [www.epcor.com](http://www.epcor.com)*

Peoria 623.773.7160

Phoenix 602.262.6251

■ [www.phoenix.gov/residents/](http://www.phoenix.gov/residents/)

Queen Creek 480.358.3450

Scottsdale 480.312.3111

■ [www.scottsdaleaz.gov/eservices](http://www.scottsdaleaz.gov/eservices)

Surprise 623.222.7000

Tempe 480.350.8361

## TELEPHONE

Century Link 1.866.209.3277

■ [www.centurylink.com](http://www.centurylink.com)

Cox 866.961.0155

## CABLE

Cox Communications 623.594.1000 OR 1.800.683.0084

■ [www.cox.com/arizona](http://www.cox.com/arizona)

Direct TV 1.855.345.7002

## AUTOMOBILE INFORMATION

Emissions Testing 602.771.2300

Motor Vehicle Division 602.255.0072

## DOG LICENSING 602.506.7387

## POST OFFICES

Valley Wide 1.800.275.8777

■ [www.usps.com/](http://www.usps.com/)

## VOTER REGISTRATION

602.506.1511

## THE ARIZONA REPUBLIC

602.444.1000

## RECYCLING AND SOLID WASTE

Solid Waste MgMt. Dept. 623.974.4791 OR 480.373.0062

Waste Management 602.268.2222

Recycling Assoc. Maricopa. 520.568.9428

## CONSUMER SERVICES

Better Business Bureau 602.264.1721

AZ Attorney General 602.542.5025

AZ Registrar of Contractors 602.542.1525

## TRANSPORTATION

### Bus Lines

Super Shuttle 602.244.9000

Phoenix Transit 602.253.5000

Dial.A.Ride 800.775.7295

### Limousine

Carey 602.966.1955

Desert Rose 623.780.0159

Scottsdale 800.221.5065

Starlite 800.875.4104

Vincent 480.348.9990

### Taxi Cab

AAA 480.966.8294

Courier 602.232.2222

Yellow 602.252.5252

## LIBRARIES

Apache Junction 480.474.8555

Carefree 480.488.3686

Cave Creek 480.488.2286

Chandler 480.782.2814

El Mirage 602.652.3000

Fountain Hills 602.652.3000

Gilbert 602.652.3000

Glendale 623.930.3530

Litchfield Park 623.935.5053

Maricopa 520.316.6960

Mesa 480.644.3100

Peoria 623.773.7555

Phoenix 602.262.6372

Queen Creek 602.652.3000

Scottsdale 480.312.7323

Sun City 623.652.3000

Surprise 602.652.3000

Tempe 480.350.5555

Youngtown 623.974.3401

## FIRE DEPARTMENT

Apache Junction 480.982.4440

Carefree 480.488.0347

Chandler 480.782.2120

El Mirage 623.583.7988

Fountain Hills 480.837.9820

Gilbert 480.503.6300

Glendale 623.931.5600

Goodyear 623.932.2300

Litchfield Park *see Goodyear*

Maricopa 520.568.3333

Mesa 480.644.2101

Paradise Valley 480.348.3631

Peoria 623.773.7279

Phoenix 602.253.1191

Queen Creek 480.644.2400

Scottsdale 480.945.6311

Sun City 623.974.2321

Sun City West 623.584.3500

Surprise 623.222.5000

Tempe 480.858.7230

Youngtown 623.974.3665

## POLICE DEPARTMENT

Apache Junction 480.982.8260

Carefree 480.876.1000

Chandler 480.782.4130

El Mirage 623.933.1341

Fountain Hills 602.876.1869

Gilbert 480.503.6500

Glendale 623.930.3000

Litchfield Park 623.932.1220

Maricopa 520.568.3673 Dispatch

520.316.6800 Admin

Mesa 480.644.2211

Paradise Valley 480.948.7418

Peoria 623.773.8311

Phoenix 602.262.6151

Queen Creek 602.876.1011

Scottsdale 480.312.5000

Sun City 623.972.2555

Sun City West 623.584.5808

Surprise 623.222.4000

Tempe 480.966.6211

Youngtown 623.974.3665

*\*Paradise Valley also doesn't provide trash service owner must sign up with PV approved trash companies. Visit Town website and click on "How do I..." and sign-up for "Garbage Collection" for a list of approved collection companies.*

# THE HOME INSPECTION



Contractual Rights

Professional Inspection

Wood Infestation Report

Inspection Notes

# HOME INSPECTION OVERVIEW



## CONTRACTUAL RIGHTS

The **AAR Residential Resale Real Estate Purchase Contract** gives the buyer the right to conduct physical, environmental, and other types of inspections, including tests, surveys, and other studies, of the premises at the buyer's expense to determine the value and condition of the premises. The Buyer must have any inspections, test, surveys, etc., and investigate any material matters that are a concern during the inspection period. The Contract also states that the buyer shall provide Seller, upon request and at no cost to the Seller, copies of all reports concerning the premises.



## PROFESSIONAL HOME INSPECTION

In a home inspection, a qualified inspector takes an in-depth, unbiased look at the premises: (1) to evaluate the physical condition, i.e., structure, construction, and mechanical systems; (2) to identify items that need to be repaired OR replaced; and (3) to estimate the remaining useful life of the major systems, equipment, and structure. The inspection gives a detailed report on the condition of the structural components, exterior, roofing, plumbing, electrical, heating insulation and ventilation, air conditioning, and interiors.



## WOOD INFESTATION REPORT (WIR)

As a protective measure, lending institutions require that homes be inspected for damage from termites OR other wood-destroying insects before closing the sale of the home. A WIR is a document prepared by a licensed pest control company that informs the buyer and lending institution of the results of the inspection. For more information, contact the Arizona Structural Pest Control Commission ([www.sb.state.az.us](http://www.sb.state.az.us)) at 602-255-3664.

## INSPECTION NOTES

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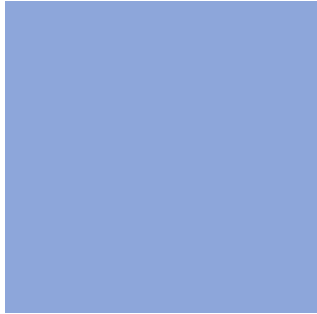
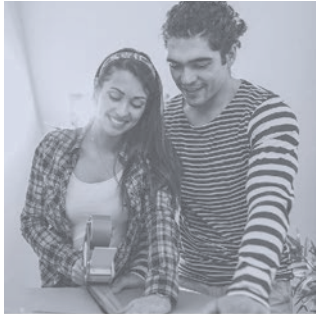
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# MOVING ESSENTIALS



Moving Checklist and  
Weekly Planner

# Moving

## CHECKLIST



## Your essential week-by-week preparation, packing and moving planner.

### **8 - 9 WEEKS PRIOR -**

Create a realistic budget for moving expenses. If you're hiring professional movers, remember small things add up like tape boxes, transportation, storage, etc. Request time off work for moving day. Give yourself ample time to get everything moved and settled, without the stress of work responsibilities sitting in the back of your mind.

Get started on home renovations. If there is painting or major remodeling, you will want to get a head start on this sooner than later. Purge time! Go through every room of your house and begin getting rid of items you know you won't keep and identify any items that can be donated to charity.

If you have children, make sure you reach out to their new school(s) for information on registration and transfer records if necessary.

### **6 - 7 WEEKS PRIOR -**

The worst kind of surprise is when your movers are at the door of your new home and you realize the couch just won't fit. Make sure to measure

rooms and doorways and confirm all furniture will fit correctly.

Create an excel spreadsheet of family members, friends, and colleagues who will need your new address and share it with them via email.

Contact your doctor, dentist, and veterinarian to get copies of all records and arrange to transfer files to new health care providers. You can do this online if you have access to a patient portal.

### **4 - 5 WEEKS PRIOR -**

Pack items that you need easy access to in an "essentials" box, such as toilet paper, soap, trash bags, chargers, box cutters, tape, tools, paper plates, snacks, towels, etc.

Contact utility companies and transfer or cancel service. Make sure they're aware of your move date and arrange for service and installation as needed.

### **2 - 4 WEEKS PRIOR -**

Change your address with important service providers, such as your bank(s), credit card companies, subscriptions, and others. Don't

forget to submit your address change to USPS.com.

Check insurance coverage in all areas. Update or transfer your homeowner, vehicle, or any other insurance you may have. Know the insurance your moving company provides will generally only cover the items they transport for you.

### **1 - 2 WEEKS PRIOR -**

Unplug, disassemble, and clean out appliances. Ensure all essential utilities like gas, electricity, water, and internet services are ready at your new home. Empty your safe deposit box if you have one. Clean stovetop, oven and defrost freezer.

### **MOVING DAY -**

Collect all keys, finish any touch-ups, and complete your walk-through. Do a final check of closets, cupboards, drawers, basement, and other areas where things may have been forgotten. Finalize any paperwork and ensure it's accessible. The cleaner the better. Remove all garbage and recycling.

# ESSENTIALS FOR ESCROW & TITLE



What is Escrow?

What is Title Insurance?

Life of an Escrow

Closing Costs: Who Pays What

Taking Title

Closing 101

After the Closing

# Why Choose Magnus Title?



LARGEST  
LOCALLY OWNED  
TITLE AGENCY



PROUDLY

WOMEN OWNED  
TITLE AGENCY



12 OFFICES

ACROSS THE VALLEY



GAP INSURANCE

OFFERED AT NO  
ADDITIONAL CHARGE



NATIONAL  
UNDERWRITERS



First American Title™



TITLE  
RESOURCES

It's Simple.

With Magnus,  
*You* Matter...

WWW.MAGNUSTITLE.COM



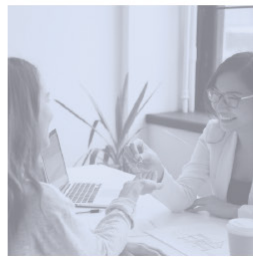
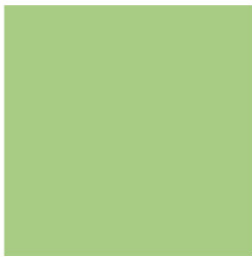
# WHAT IS ESCROW?

As an escrow holder, **MAGNUS TITLE AGENCY'S** duty is to act as the neutral third party. We hold all documents and all funds, pursuant to the purchase contract and escrow instructions, until all terms have been met and the property is in insurable condition. We do not work for the seller **OR** for the buyer; rather, we are employed by **ALL** parties and act only upon **Mutual Written Instruction**.

## OPENING ESCROW

Occurs when your **REALTOR®** brings in a fully executed contract with your earnest money deposit.

Your Escrow Officer reviews the contract, receipts in the earnest money, orders the commitment for title insurance, and prepares the documents required to close escrow (payoffs, HOAs, etc.) All of the documents are double checked by your Escrow Officer.



# WHAT IS TITLE INSURANCE?

**DEFINITION:** A contract where by the Insurer, for valuable consideration, agrees to indemnify the Insured for a specified amount against loss through defect of title to real estate wherein the latter has an interest either as a purchaser **OR** otherwise.

**PURPOSE:** Title insurance services are designed to afford real property owners, lenders, and others with interest in real estate, the maximum degree of protection from adverse title claims **OR** risks. The financial assurance offered by a title insurance policy from the title company is, of course, the primary aspect of title protection. The policy affords protection both in satisfying valid claims against the title as insured and in defraying the expenses incurred in defending such claims.

## THE TITLE SEARCH

Title companies work to eliminate risks by performing a search of the public records **OR** through the title company's plant. The search consists of public records, laws and court decisions pertaining to the property to determine the current recorded ownership, any recorded liens, encumbrances **OR** any other matters of record which could affect the title to the property. When a title search is complete, the title company issues a commitment for title insurance detailing the current status of title.

# LIFE OF AN ESCROW

1

## Opening the Escrow

Items needed to open escrow:

- Contact info for Buyer, Seller, Agents and Title Company
- Fully executed Purchase Contract
- Earnest money deposit
- Copy of listing
- New Lender information
- Existing loan payoff information
- HOA Information

2

## Processing the Escrow

- Escrow deposits earnest money funds
- Escrow orders preliminary title report from title department
- Escrow requests payoff OR assumption information, homeowner's association information, etc.

3

## Title Examination

- Property and parties are researched by the Title Examiner
- Preliminary Title Report is typed and sent to Escrow Officer, Agents, Seller, Buyer and Lender

4

## ESCROW CLOSING PREPARATION

- Preliminary title report received by Escrow Officer and is reviewed for any surprises, i.e. tax liens, judgments, unknown liens of record, discrepancies in legal description, delinquent taxes, access problems, etc.
- Escrow informs Agents if additional information is needed to clear any surprises revealed by the Preliminary Title Report
- Escrow follows-up on receipt of the following if needed, per purchase contract ▶

- **Termite Report**
- **Buyer's Hazard Insurance**
- **Payoff Information**
- **HOA Documents**
- **Home Protection Plan (Warranties)**
- **New Loan Package**
- **Repair Bills**
- **Septic (if Applicable)**



- Loan documents are received and the Escrow Officer processes the file to reflect closing and advises Agents of funds that are needed for closing
- Closing appointment times are set for Buyer and Seller with Escrow Officer
- Inform all parties executing documents to bring a valid government issued picture I.D. (drivers license, passport, etc.)
- Inform Buyer to bring in a cashier's check OR wired funds for closing

5

## Execution of Documents

- Buyer and Seller meet with Escrow Officer<sup>+</sup> and execute all documents
- <sup>+</sup> Optional hired professional mobile notary upon request

7

## Recordation

- After Escrow receives all funds needed and have ascertained that conditions are met, original documents are recorded
- Once documents are recorded, Escrow notifies Agents
- Agents will make arrangements for you to receive your keys

9

## Policies Issued

- Purchaser receives Owner's Title Insurance Policy from **Magnus Title Agency**
- New Lender receives ALTA Loan Policy from **Magnus Title Agency**

6

## Lenders Funds

- After all parties have executed the necessary documents, Escrow returns the loan package to the new Lender for review and funding
- Lender funds the loan and Lenders' check OR wired funds are sent to Escrow for processing

8

## Disbursement of Funds

- All disbursements are made in accordance with the settlement statement



# CLOSING COSTS: WHO PAYS WHAT

A Chart Indicating Who Customarily Pays What Costs

	CASH	FHA	VA	CONV
1. Down Payment	BUYER	BUYER	BUYER	BUYER
2. REALTORS® Compensation	NEGOTIABLE			
3. Existing Loan Payoff	SELLER	SELLER	SELLER	SELLER
4. Loan Pre-Payment Penalty <i>(If Any)</i>	SELLER	SELLER	SELLER	SELLER
5. Taxes	PRORATE	PRORATE	PRORATE	PRORATE
6. Termite/Wood Infestation Inspection	BUYER	BUYER	SELLER	BUYER
7. Property Inspection <i>(If Requested by Buyer)</i>	BUYER	BUYER	BUYER	BUYER
8. Property Repairs <i>(If Any)</i> 💰 <i>Negotiable</i>	SELLER	SELLER	SELLER	SELLER
9. Homeowner Assoc. (HOA) Transfer Fee 💰 <i>Negotiable</i>	NEGOTIABLE			
10. HOA Capital Improvement 💰 <i>Negotiable</i>	NEGOTIABLE			
11. HOA Disclosure Fee	SELLER	SELLER	SELLER	SELLER
12. Home Warranty Premium 💰 <i>Negotiable</i>	NEGOTIABLE			
13. New Loan Origination Fee		BUYER	BUYER	BUYER
14. Discount Points		BUYER	BUYER	BUYER
15. Documents Preparation / Lending Fee		BUYER	BUYER	BUYER
16. Credit Report		BUYER	BUYER	BUYER
17. Appraisal 💰 <i>Negotiable</i>		BUYER	BUYER	BUYER
18. Tax Transcripts		BUYER	BUYER	BUYER
19. Pre-Paid Interest <i>(Approx. 30 Days)</i>		BUYER	BUYER	BUYER
20. Impound Account		BUYER	BUYER	BUYER
21. FHA/MIP/VA, Funding Fee, PMG Premium		BUYER	BUYER	BUYER
22. Fire/Hazard Insurance <i>(If Any)</i>	BUYER	BUYER	BUYER	BUYER
23. Flood Insurance <i>(If Any)</i>		BUYER	BUYER	BUYER
24. Escrow Fee	SPLIT	SPLIT	SPLIT	SPLIT
25. Homeowners Title Policy	SELLER	SELLER	SELLER	SELLER
26. Lenders Title Policy and Endorsements		BUYER	BUYER	BUYER
27. Processing Fee	SPLIT	SPLIT	SPLIT	SPLIT



LOAN TYPES ▶

Federal Housing Administration

U.S. Department of Veterans Affairs

Conventional

# TAKING TITLE

## Common Ways of Holding Title to Real Property in Arizona

### **COMMUNITY PROPERTY**

Arizona is a community property state. This is a statutory presumption that all property acquired by a married couple is community property. Community property is a method of co-ownership for married persons only. Upon death of one of the spouses, the deceased spouse's interest will pass by either a will OR intestate succession.

### **COMMUNITY PROPERTY WITH RIGHT OF SURVIVORSHIP**

A version of holding title between married persons that vests the title to real property in the surviving spouse when it is expressly declared in the Deed. This vesting has the tax benefits of holding title as "community property" and the probate avoidance features of "survivorship rights".

### **JOINT TENANTS WITH RIGHT OF SURVIVORSHIP**

Joint tenancy with right of survivorship is a method of co-ownership that gives title to the real property to the last survivor. Title to real property can be acquired by two OR more individuals either married OR unmarried. If a married couple acquires title as joint tenants with right of survivorship, they must specifically accept the joint tenancy to avoid the presumption of community property.

### **TENANTS IN COMMON**

A method of co-ownership where parties do not have survivorship rights and each owns a specific undivided interest in the entire title.

### **SOLE AND SEPARATE**

Real property owned by a spouse before marriage OR any acquired after marriage by gift, descent OR specific intent. If a married person acquires title as sole and separate property, his/her spouse must execute a Disclaimer Deed.

### **CORPORATION**

Title may be taken in the name of a corporation provided that the corporation is duly formed and in good standing in the state of its incorporation.

### **GENERAL PARTNERSHIP**

Title may be taken in the name of a general partnership duly formed under the laws of the state of the formation of the partnership. A partnership is defined as a voluntary association of two OR more persons as co-owners in a business for profit.

### **LIMITED PARTNERSHIP**

A partnership formed by two OR more persons under the laws of Arizona OR another state and having one OR more general partners and one OR more limited partners. A certificate of limited partnership must be filed in the Office of the Secretary of State, a certified copy of which must be recorded.

### **TRUST**

A trust is a fiduciary arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries. You must provide us with the name of the trust, date of the trust, and Trustee names as referenced in your Trust Agreement.

This guide is provided by [Magnus Title Agency](#) as a complimentary resource for real estate consumers. The Escrow Agent is not in a position to give legal advice. If you have questions OR would like opinions on which way to hold title would best benefit you, then you should obtain the assistance of an Attorney OR other qualified professional.

# CLOSING 101: Tips for a Stress Free Signing

Whether you are purchasing a home OR selling a house, knowing what to expect and being prepared at the closing can help eliminate stress and results in a pleasant experience. We understand how important this transaction is to you, and we are committed to consistently providing a level of service that prepares you for this final step in your real estate transaction.

Although the settlement process can vary from state to state, here are some common items that may be required at closing to help the process go as smoothly and quickly as possible.



### Valid Photo Identification

- Valid driver's license OR non-driver I.D. issued by any state
- Current United States OR Foreign Passport (with accompanying visa and/or other valid documentation)
- Valid United States Military I.D.



### Cashier's Check OR Wire Transfer Payable to: **MAGNUS TITLE AGENCY**

In the event you are required to bring funds to close escrow, we cannot accept personal checks OR cash. If you prefer to wire your funds, please contact us for bank routing instructions. If you will be bringing a proceeds check from another settlement, please contact us to verify acceptance of those funds -- we do not automatically accept checks from all title companies and attorneys.



### All Persons Who Hold Title to the Property OR Who Will Be Purchasing the Property Must Attend Closing to Sign Documents

State-specific laws may require the spouse of the parties in title, even though their name does not appear on the deed, to sign certain documents when obtaining a mortgage. If anyone is unable to attend signing, please contact your local **MAGNUS TITLE AGENCY** office to arrange a Power of Attorney OR signing by mail. We also offer mobile notary and Remote Online Notary (RON) options.

## CLOSING NOTES

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# AFTER THE CLOSING

We recommend you keep all records pertaining to your home together in a safe place, including all purchase documents, insurance, maintenance and improvements.

## **LOAN PAYMENTS AND IMPOUNDS**

You should receive your loan coupon book before your first payment is due. If you don't receive your book, OR if you have questions about your tax and insurance impounds, contact your mortgage company.

## **HOME WARRANTY REPAIRS**

If you have a home warranty policy, call your home warranty company directly for repairs. Have your policy number available when you call.

## **RECORDED DEED**

**MAGNUS TITLE AGENCY** will mail the original deed to you after closing.

## **TITLE INSURANCE POLICY**

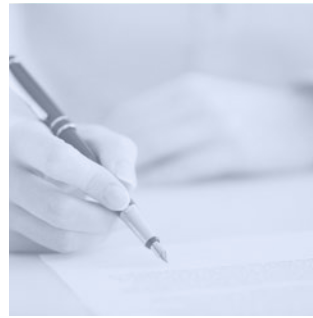
**MAGNUS TITLE AGENCY** will mail your policy to you after closing.

## **PROPERTY TAXES**

You may not receive a tax statement for the current year on the home you buy. However, it is your obligation to make sure the taxes are paid when due. Check with your mortgage company to find out if taxes are included with your payment. For more information on your Maricopa County property taxes, contact:

- Maricopa County Tax Assessor 602-506-3406
- Maricopa County Treasurer 602-506-8511

# CONTRACTS AND FORMS



- Buyer-Broker Exclusive Employment Agreement
- Buyer-Tenant Employment Agreement Addendum
- Buyer-Broker Agreement to Show Property
- Real Estate Agency Disclosure and Election
- Residential Real Estate Purchase Contract
- HOA Condo/Planned Community Addendum
- Counter Offer
- Buyer's Inspection and Seller's Response (BINSR)
- Buyer Advisory
- Residential Listing Contract - Exclusive Right to Sell/Rent
- Listing Contract Addendum
- Seller Compensation Addendum
- Compensation Agreement Between Brokers





37. The Broker Compensation shall be in U.S. currency and paid at the time of and as a condition of closing for purchase or  
38. exchange or as otherwise agreed upon in writing.

39. a. **Compensation from seller or seller's broker:** A seller or seller's broker may offer compensation to Broker. Buyer  
40. authorizes Broker to accept compensation from seller or seller's broker, which shall be credited against Broker Compensation.

41. If seller or seller's broker's offer of compensation is greater than the Broker Compensation, Broker shall be paid the Broker  
42. Compensation and the balance shall be credited to Buyer (to the extent allowed by Buyer's lender). Broker will not receive  
43. any amount greater than Broker Compensation from any source for services provided in this Agreement.

44. If seller or seller's broker's offer of compensation is less than the Broker Compensation, Buyer may request seller to pay the  
45. Broker Compensation as part of an offer to purchase the Property. Any Broker Compensation not paid by seller or seller's  
46. broker shall be paid by Buyer.

**Notice:** Unless modified by VA regulations, VA financed transactions shall be conditioned upon the Broker  
Compensation being paid by the seller or seller's broker.

49. b. **Failure to Complete:** Once an acceptable Property is located, Buyer agrees to act in good faith to acquire the Property  
50. and conduct any inspections/investigations of the Property that Buyer deems material and/or important. If completion of any  
51. transaction is prevented by Buyer's breach or with the consent of Buyer other than as provided in the purchase contract, the  
52. Broker Compensation shall be due and payable by Buyer.

53. c. **Compensation After Expiration Date:** After the Expiration Date of this Agreement, Buyer agrees to pay Broker  
54. Compensation if: (i) within \_\_\_\_\_ calendar days after the Expiration Date, Buyer enters into an agreement to purchase,  
55. exchange, or option any Property shown or negotiated by Broker on behalf of Buyer during the Term of this Agreement; or (ii)  
56. Buyer closes escrow on a Property pursuant to a purchase contract that was executed during the Term of this Agreement; or  
57. (iii) Buyer closes escrow on a Property for which escrow was opened during the Term of this Agreement.

58. **Listings:** Broker shall show property listings that fit Buyer's criteria regardless of the compensation offered to Broker by seller  
59. or seller's broker unless instructed otherwise by Buyer in writing. If necessary, Buyer instructs Broker to negotiate Broker  
60. Compensation be paid by seller or seller's broker. These negotiations shall not jeopardize, delay, or interfere with the initiation,  
61. processing or finalizing of a transaction.

**Notice:** If Buyer decides they do not wish to view property listings unless the seller or seller's broker has  
offered adequate compensation to Broker, the Buyer must make that instruction to Broker in writing.

64. **Equal Housing Opportunity:** Broker's policy is to abide by all local, state, and federal laws prohibiting discrimination against any  
65. individual or group of individuals. Broker may not disclose the racial, ethnic, or religious composition of any neighborhood,  
66. community, or building, nor whether persons with disabilities are housed in any home or facility, except that Broker may identify  
67. housing facilities meeting the needs of a disabled buyer. For more information, consult Fair Housing Advisory.

68. **Other Potential Buyers:** Buyer consents and acknowledges that other potential buyers represented by Broker may consider,  
69. make offers on, or acquire an interest in the same or similar properties as Buyer is seeking.

70. **Release of Broker:** Buyer recognizes, acknowledges, and agrees that Broker is not qualified, nor licensed to offer advice on financial,  
71. legal or tax matters regarding real estate transactions ("Related Services"). Broker, if requested, may provide Buyer the names of third-  
72. party professionals who claim to perform Related Services. Buyer is instructed to independently investigate all potential third-party  
73. professionals and use their sole discretion in selecting which third-party professionals to hire, if any. **Buyer expressly releases, holds  
74. harmless, and indemnifies Broker from any and all liability and responsibility regarding Buyer's selection and use of third-  
75. party professionals to perform Related Services or Buyer's election not to use the services of such third-party professionals.**

76. (BUYER'S INITIALS) \_\_\_\_\_ / \_\_\_\_\_

77. **Additional Terms and Conditions:**

78. \_\_\_\_\_  
79. \_\_\_\_\_  
80. \_\_\_\_\_

81. **Alternative Dispute Resolution ("ADR"):** Buyer and Broker (the "Parties") agree to mediate any dispute or claim arising out of  
82. or relating to this Agreement in accordance with the mediation procedures of the applicable state or local REALTOR® association

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83. or as otherwise agreed. All mediation costs shall be paid equally by the Parties. In the event that mediation does not resolve  
 84. all disputes or claims, the unresolved disputes or claims shall be submitted for binding arbitration. In such event, the Parties  
 85. shall agree upon an arbitrator and cooperate in the scheduling of an arbitration hearing. If the Parties are unable to agree on an  
 86. arbitrator, the dispute shall be submitted to the American Arbitration Association ("AAA") in accordance with the AAA Arbitration  
 87. Rules for the Real Estate Industry. The decision of the arbitrator shall be final and non-appealable. Judgment on the award  
 88. rendered by the arbitrator may be entered in any court of competent jurisdiction. Notwithstanding the foregoing, either Party may  
 89. opt out of binding arbitration within thirty (30) days after the conclusion of the mediation conference by notice to the other and in  
 90. such event either Party shall have the right to resort to court action.

91. The Parties agree that any and all disputes or claims will be brought in the Parties' individual capacity, and not as a plaintiff or class  
 92. member in any purported class, collective, representative, or other consolidated proceeding. The Parties hereby waive their right to  
 93. commence, become a party to or remain a participant in any group, representative, class collective or hybrid class/collective action  
 94. in any proceeding and the arbitrator shall not preside over any form of a group, representative or class collective proceeding.

95. (BUYER'S INITIALS) \_\_\_\_\_ / \_\_\_\_\_

96. **Attorney Fees and Costs:** In any non-REALTOR® association proceeding to enforce the compensation due to Broker pursuant  
 97. to this Agreement, the prevailing party shall be awarded their reasonable attorney fees and arbitration costs.

98. **Arizona Law:** This Agreement shall be governed by Arizona law and jurisdiction is exclusively conferred on the State of Arizona.

99. **Copies and Counterparts:** This Agreement may be executed by facsimile or other electronic means and in any number of  
 100. counterparts. A fully executed facsimile or electronic copy of the Agreement shall be treated as an original Agreement.

101. **Entire Agreement:** This Agreement, and any addenda and attachments, shall constitute the entire agreement between Buyer  
 102. and Broker, and shall supersede any other written or oral agreements between Buyer and Broker and can be modified only by a  
 103. writing signed by Buyer and Broker. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any  
 102. other provisions of this Agreement.

104. **Capacity:** Buyer warrants that Buyer has the legal capacity, full power and authority to enter into this Agreement and consummate  
 105. the transaction contemplated hereby on Buyer's own behalf or on behalf of the party Buyer represents, as appropriate.

106. **Acceptance:** Buyer hereby agrees to all of the terms and conditions herein and acknowledges receipt of a copy of this Agreement.

107. ^ BUYER'S SIGNATURE \_\_\_\_\_ MO/DA/YR ^ BUYER'S SIGNATURE \_\_\_\_\_ MO/DA/YR

108. ^ BUYER'S NAME PRINTED \_\_\_\_\_ ^ BUYER'S NAME PRINTED \_\_\_\_\_

109. ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

110. TELEPHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

111. FIRM NAME \_\_\_\_\_

112. ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

113. ^ AGENT'S SIGNATURE \_\_\_\_\_ MO/DA/YR ^ AGENT'S SIGNATURE \_\_\_\_\_ MO/DA/YR

**For Broker Use Only:**  
 Brokerage File/Log No. \_\_\_\_\_ Manager's Initials \_\_\_\_\_ Broker's Initials \_\_\_\_\_ Date \_\_\_\_\_  
 MO/DA/YR

# BUYER/TENANT EMPLOYMENT AGREEMENT ADDENDUM \_\_\_\_\_



Document:  
August 2024



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. Buyer/Tenant ("Buyer"): \_\_\_\_\_
2. Broker: \_\_\_\_\_  
FIRM NAME
3. Agreement Name:  Buyer Broker Agreement to Show Property  Buyer Broker Exclusive Employment Agreement
4.  Tenant Broker Exclusive Employment Agreement
5. This is an addendum to the above agreement dated \_\_\_\_\_ between Buyer and Broker ("Agreement").
6. The following modified or additional terms and conditions are hereby included as a part of the Agreement between Buyer and Broker:
7. **(CHECK ANY THAT APPLY)**
8.  **Broker Compensation:** Buyer and Broker agree to modify the Broker Compensation as follows:  
9. \_\_\_\_\_  
10. \_\_\_\_\_
11.  **Term Expiration:** Buyer and Broker agree to a new Expiration Date of \_\_\_\_\_ at 11:59pm, Mountain Standard Time.
12.  **Other modified or additional terms:**  
13. \_\_\_\_\_  
14. \_\_\_\_\_  
15. \_\_\_\_\_  
16. \_\_\_\_\_
17. **CANCELLATION:**
18.  Buyer and Broker agree to mutually terminate the Agreement effective immediately. Neither party shall have any further rights, duties or obligations under the Agreement and mutually release each other from all liabilities, claims, and causes of action related to the Agreement.
19. \_\_\_\_\_
20. \_\_\_\_\_
21.  Buyer and Broker agree to mutually terminate the Agreement effective immediately upon the following terms and conditions:  
22. \_\_\_\_\_  
23. \_\_\_\_\_  
24. \_\_\_\_\_  
25. \_\_\_\_\_  
26. \_\_\_\_\_
27. Upon the fulfillment of the above terms and conditions, neither party shall have any further rights, duties or obligations under the Agreement and mutually release each other from all liabilities, claims, and causes of action related to the Agreement.
28. \_\_\_\_\_
29. \_\_\_\_\_

30. The undersigned agree to the modified or additional terms and conditions set forth above and acknowledge receipt of a copy hereof.
31. \_\_\_\_\_ MO/DA/YR      ^ BUYER OR AUTHORIZED REPRESENTATIVE SIGNATURE  
\_\_\_\_\_ MO/DA/YR      ^ BUYER OR AUTHORIZED REPRESENTATIVE SIGNATURE
32. \_\_\_\_\_ MO/DA/YR      ^ BROKER OR AUTHORIZED REPRESENTATIVE SIGNATURE  
\_\_\_\_\_ MO/DA/YR      ^ BROKER OR AUTHORIZED REPRESENTATIVE SIGNATURE

**For Broker Use Only:**  
Brokerage File/Log No. \_\_\_\_\_ Manager's Initials \_\_\_\_\_ Broker's Initials \_\_\_\_\_ Date \_\_\_\_\_  
MO/DA/YR



# REAL ESTATE AGENCY DISCLOSURE AND ELECTION

Document updated:  
August  
2024

This document is not an employment agreement



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. Firm Name ("Broker") \_\_\_\_\_
2. acting through \_\_\_\_\_  

LICENSEE'S NAME
LICENSEE'S NAME
3. hereby makes the following disclosure.

## DISCLOSURE

4. Before a **Seller or Landlord (hereinafter referred to as "Seller")** or a **Buyer or Tenant (hereinafter referred to as "Buyer")** enters into a discussion with a real estate broker or licensee affiliated with a broker, the Seller and the Buyer
5. should understand what type of agency relationship or representation they will have with the broker in the transaction.
- 6.
7. **I. Buyer's Broker:** A broker other than the Seller's broker can agree with the Buyer to act as the broker for the Buyer. In
8. these situations, the Buyer's broker is not representing the Seller, even if the Buyer's broker is receiving compensation
9. for services rendered, either in full or in part, from the Seller or through the Seller's broker:
10. a) A Buyer's broker has the fiduciary duties of loyalty, obedience, disclosure, confidentiality, and accounting in dealings
11. with the Buyer.
12. b) Other potential Buyers represented by broker may consider, make offers on, or acquire an interest in the same or
13. similar properties as Buyer is seeking.
14. **II. Seller's Broker:** A broker under a listing agreement with the Seller acts as the broker for the Seller only:
15. a) A Seller's broker has the fiduciary duties of loyalty, obedience, disclosure, confidentiality, and accounting in dealings
16. with the Seller.
17. b) Other potential Sellers represented by broker may list properties that are similar to the property that Seller is
18. selling.
19. **III. Broker Representing both Seller and Buyer (Limited Representation Broker):** A broker, either acting directly or
20. through one or more licensees within the same brokerage firm, can legally represent both the Seller and the Buyer in a
21. transaction, but only with the knowledge and informed consent of both the Seller and the Buyer. In these situations, the
22. Broker, acting through its licensee(s), represents both the Buyer and the Seller, with limitations of the duties owed to the
23. Buyer and the Seller:
24. a) The broker will not, without written authorization, disclose to the other party that the Seller will accept a price or terms
25. other than stated in the listing or that the Buyer will accept a price or terms other than offered.
26. b) There will be conflicts in the duties of loyalty, obedience, disclosure and confidentiality. Disclosure of confidential
27. information may be made only with written authorization.
28. Regardless of who the Broker represents in the transaction, the Broker shall exercise reasonable skill and care in the
29. performance of the Broker's duties and shall be truthful and honest to both the Buyer and Seller and shall disclose all known
30. facts which materially and adversely affect the consideration to be paid by any party. Pursuant to A.R.S. §32-2156, Sellers,
31. Lessors and Brokers are not obligated to disclose that a property is or has been: (1) the site of a natural death, suicide,
32. homicide, or any crime classified as a felony; (2) owned or occupied by a person exposed to HIV, or diagnosed as having
33. AIDS or any other disease not known to be transmitted through common occupancy of real estate; or (3) located in the vicinity
34. of a sex offender. Sellers or Sellers' representatives may not treat the existence, terms, or conditions of offers as confidential
35. unless there is a confidentiality agreement between the parties.
36. **THE DUTIES OF THE BROKER IN A REAL ESTATE TRANSACTION DO NOT RELIEVE THE SELLER OR THE BUYER**
37. **FROM THE RESPONSIBILITY TO PROTECT THEIR OWN INTERESTS. THE SELLER AND THE BUYER SHOULD**
38. **CAREFULLY READ ALL AGREEMENTS TO ENSURE THAT THE DOCUMENTS ADEQUATELY EXPRESS THEIR**
39. **UNDERSTANDING OF THE TRANSACTION.**

>>

**ELECTION**

40. **AGENCY ELECTION DOES NOT ESTABLISH BROKER COMPENSATION.**

- 41. Compensation paid by a Buyer or Seller to their Broker is always fully negotiable and the amount chosen shall be
- 42. documented in a separate written employment agreement after discussion with their Broker. Should a Seller also
- 43. choose to offer compensation to a Buyer's Broker, the offered amount is fully negotiable and agreed upon after
- 44. discussion with Seller's Broker.

45. (BUYER OR SELLER INITIALS REQUIRED) \_\_\_\_\_ / \_\_\_\_\_

46. **Buyer or Tenant Election** (Complete this section only if you are the Buyer.) The undersigned elects to have the Broker  
47. (check any that apply):

- 48.  represent the Buyer as Buyer's Broker.
- 49.  represent the Seller as Seller's Broker.
- 50.  show Buyer properties listed with Broker's firm and Buyer agrees that Broker shall act as agent for both Buyer and
- 51. Seller provided that the Seller consents to limited representation. In the event of a purchase, Buyer's and Seller's
- 52. informed consent should be acknowledged in a separate writing other than the purchase contract.

53. **Seller or Landlord Election** (Complete this section only if you are the Seller.) The undersigned elects to have the Broker  
54. (check any that apply):

- 55.  represent the Buyer as Buyer's Broker.
- 56.  represent the Seller as Seller's Broker.
- 57.  show Seller's property to Buyers represented by Broker's firm and Seller agrees that Broker shall act as agent for both
- 58. Seller and Buyer provided that Buyer consents to the limited representation. In the event of a purchase, Buyer's and
- 59. Seller's informed consent should be acknowledged in a separate writing other than the purchase contract.

60. The undersigned  Buyer(s) or  Seller(s) acknowledge that this document is a disclosure of duties.

61. **I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE.**

^ PRINT NAME

^ PRINT NAME

^ SIGNATURE

MO/DA/YR

^ SIGNATURE

MO/DA/YR



*This attachment should be given to the Buyer prior to the submission of any offer and is not part of the Residential Resale Real Estate Purchase Contract's terms.*



# ATTENTION BUYER!

*You are entering into a legally binding agreement.*

- 1. Read the entire contract *before* you sign it.
- 2. Review the Residential Seller's Property Disclosure Statement (See Section 4a).
  - This information comes directly from the Seller.
  - Investigate any blank spaces, unclear answers or any other information that is important to you.

- 3. Review the Inspection Paragraph (see Section 6a).

If important to you, hire a qualified:

- General home inspector
- Heating/cooling inspector
- Mold inspector
- Pest inspector
- Pool inspector
- Roof inspector

Verify square footage (see Section 6b)

Verify the property is on sewer or septic (see Section 6f)

- 4. Confirm your ability to obtain insurance and insurability of the property during the inspection period with your insurance agent (see Sections 6a and 6e).

- 5. Apply for your home loan now, if you have not done so already, and provide your lender with all requested information (see Section 2f).

It is your responsibility to make sure that you and your lender follow the timeline requirements in Section 2, and that you and your lender deliver the necessary funds to escrow in sufficient time to allow escrow to close on the agreed upon date. Otherwise, the Seller may cancel the contract and you may be liable for damages.

- 6. Read the title commitment within five (5) days of receipt (see Section 3c).

- 7. Read the CC&R's and all other governing documents within five (5) days of receipt (see Section 3c), especially if the home is in a homeowner's association.

- 8. Conduct a thorough pre-closing walkthrough (see Section 6l). If the property is unacceptable, speak up. After the closing may be too late.

You can obtain information through the Buyer's Advisory at [www.aaronline.com/manage-risk/buyer-advisory-3/](http://www.aaronline.com/manage-risk/buyer-advisory-3/).

Remember, you are urged to consult with an attorney, inspectors, and experts of your choice in any area of interest or concern in the transaction. Be cautious about verbal representations, advertising claims, and information contained in a listing. *Verify anything important to you.*

## WARNING: \*WIRE TRANSFER FRAUD\*

Beware of wiring instructions sent via email. Cyber criminals may hack email accounts and send emails with fake wiring instructions. ***Always independently confirm wiring instructions prior to wiring any money.*** Do not email or transmit documents that show bank account numbers or personal identification information.

Buyer's Check List

# RESIDENTIAL RESALE REAL ESTATE PURCHASE CONTRACT

Document updated:  
August 2024



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



## 1. PROPERTY

- 1a. 1. **BUYER:** \_\_\_\_\_  
BUYER'S NAME(S)
2. **SELLER:** \_\_\_\_\_ or  as identified in section 9c.  
SELLER'S NAME(S)
3. Buyer agrees to buy and Seller agrees to sell the real property with all improvements, fixtures, and appurtenances thereon  
4. or incidental thereto, plus the personal property described herein (collectively the "Premises").
- 1b. 5. Premises Address: \_\_\_\_\_ Assessor's #: \_\_\_\_\_  
6. City: \_\_\_\_\_ County: \_\_\_\_\_ AZ, Zip Code: \_\_\_\_\_  
7. Legal Description: \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_
- 1c. 10. \$ \_\_\_\_\_ Full Purchase Price, paid as outlined below  
11. \$ \_\_\_\_\_ Earnest Money  
12. \$ \_\_\_\_\_  
13. \$ \_\_\_\_\_  
14. \_\_\_\_\_  
15. \_\_\_\_\_  
16. \_\_\_\_\_
17. Earnest Money is in the form of:  Personal Check  Wire Transfer  Other  
18. Upon acceptance of this offer, the Earnest Money, if any, will be deposited with:  Escrow Company  Broker's Trust Account.  
19. **IF THIS IS AN ALL CASH SALE:** A Letter of Credit or a source of funds from a financial institution documenting the availability of  
20. funds to close escrow **is** attached hereto.
- 1d. 21. **Close of Escrow:** Close of Escrow ("COE") shall occur when the deed is recorded at the appropriate county recorder's office.  
22. Buyer and Seller shall comply with all terms and conditions of this Contract, execute and deliver to Escrow Company all closing  
23. documents, and perform all other acts necessary in sufficient time to allow COE to occur on  
24. \_\_\_\_\_, 20\_\_\_\_ ("COE Date"). If Escrow Company or recorder's office is closed on the COE Date,  
MONTH DAY YEAR  
25. COE shall occur on the next day that both are open for business.  
26. Buyer shall deliver to Escrow Company a cashier's check, wired funds or other immediately available funds to pay any down  
27. payment, additional deposits or Buyer's closing costs, and instruct the lender, if applicable, to deliver immediately available funds to  
28. Escrow Company, in a sufficient amount and in sufficient time to allow COE to occur on the COE Date.  
29. Buyer acknowledges that failure to pay the required closing funds by the scheduled COE, if not cured after a cure notice is delivered  
30. pursuant to Section 7a, shall be construed as a material breach of this Contract and the Earnest Money shall be subject to forfeiture.  
31. All funds are to be in U.S. currency.
- 1e. 32. **Possession:** Seller shall deliver possession, occupancy, existing keys and/or means to operate all locks, mailbox, security  
33. system/alarms, and all common area facilities to Buyer at COE or  \_\_\_\_\_  
34. Broker(s) recommend that the parties seek independent counsel from insurance, legal, tax, and accounting professionals regarding  
35. the risks of pre-possession or post-possession of the Premises.
- 1f. 36. **Addenda Incorporated:**  Additional Clause  Buyer Contingency  Domestic Water Well  H.O.A.  
37.  Lead-Based Paint Disclosure  Loan Assumption  On-site Wastewater Treatment Facility  Seller Compensation  
38.  Seller Financing  Short Sale  Solar Addendum  Other: \_\_\_\_\_

>>

\_\_\_\_\_  
SELLER SELLER

<Initials

Initials>

\_\_\_\_\_  
BUYER BUYER



**Residential Resale Real Estate Purchase Contract >>**

- 1g. 39. Fixtures and Personal Property:** For purposes of this Contract, fixtures shall mean property attached/affixed to the Premises.
40. Seller agrees that all existing: fixtures on the Premises, personal property specified herein, and means to operate fixtures and
41. property (i.e., remote controls) shall convey in this sale. Including the following:
- 42. •built-in appliances, ceiling fans and remotes •media antennas/satellite dishes (affixed) •storage sheds
  - 43. •central vacuum, hose, and attachments •outdoor fountains and lighting •storm windows and doors
  - 44. •draperies and other window coverings •outdoor landscaping (i.e., shrubbery, •stoves: gas-log, pellet, wood-burning
  - 45. •fireplace equipment (affixed) trees and unpotted plants) •timers (affixed)
  - 46. •floor coverings (affixed) •shutters and awnings •towel, curtain and drapery rods
  - 47. •free-standing range/oven •smart home devices, access to which •wall mounted TV brackets and hardware
  - 48. •garage door openers and remotes shall be transferred (i.e., video doorbell, (excluding TVs)
  - 49. •light fixtures automated thermostat) •water-misting systems
  - 50. •mailbox •speakers (flush-mounted) •window and door screens, sun shades
51. If owned by Seller, the following items also are included in this sale:
- 52. •affixed alternate power systems serving •in-ground pool and spa/hot tub equipment •security and/or fire systems and/or alarms
  - 53. the Premises (i.e., solar) and covers (including any mechanical or •water purification systems
  - 54. other cleaning systems) •water softeners
55. **Additional existing personal property included in this sale (if checked):**
56.  refrigerator (description): \_\_\_\_\_
57.  washer (description): \_\_\_\_\_
58.  dryer (description): \_\_\_\_\_
59.  above-ground spa/hot tub including equipment, covers, and any mechanical or other cleaning systems (description): \_\_\_\_\_
60. \_\_\_\_\_
61.  other personal property not otherwise addressed (description): \_\_\_\_\_
62.  other personal property not otherwise addressed (description): \_\_\_\_\_
63. **Additional existing personal property included shall not be considered part of the Premises and shall be transferred with no**
64. **monetary value, and free and clear of all liens or encumbrances.**
65. Leased items shall **NOT** be included in this sale. Seller shall deliver notice of all leased items within three (3) days after Contract
66. acceptance. Buyer shall provide notice of any leased items disapproved within the Inspection Period or five (5) days after receipt of the
67. notice, whichever is later.
68. **IF THIS IS AN ALL CASH SALE:** Section 2 does not apply - go to Section 3.

**2. FINANCING**

- 2a. 69. Pre-Qualification:** An AAR Pre-Qualification Form *is* attached hereto and incorporated herein by reference.
- 2b. 70. Loan Contingency:** Buyer's obligation to complete this sale is contingent upon Buyer obtaining loan approval without Prior to
71. Document ("PTD") conditions no later than three (3) days prior to the COE Date for the loan described in the AAR Loan Status
72. Update ("LSU") form or the AAR Pre-Qualification Form, whichever is delivered later. **No later than three (3) days prior to the**
73. **COE Date, Buyer shall either: (i) sign all loan documents; or (ii) deliver to Seller or Escrow Company notice of loan**
74. **approval without PTD conditions AND date(s) of receipt of Closing Disclosure(s) from Lender; or (iii) deliver to Seller or**
75. **Escrow Company notice of inability to obtain loan approval without PTD conditions.**
- 2c. 76. Unfulfilled Loan Contingency:** This Contract shall be cancelled and Buyer shall be entitled to a return of the Earnest Money if
77. after diligent and good faith effort, Buyer is unable to obtain loan approval without PTD conditions and delivers notice of inability
78. to obtain loan approval no later than three (3) days prior to the COE Date. If Buyer fails to deliver such notice, Seller may issue a
79. cure notice to Buyer as required by Section 7a and, in the event of Buyer's breach, Seller shall be entitled to the Earnest Money
80. pursuant to Section 7b. If, prior to expiration of any Cure Period, Buyer delivers notice of inability to obtain loan approval, Buyer
81. shall be entitled to a return of the Earnest Money. Buyer acknowledges that prepaid items paid separately from the Earnest Money
82. are not refundable.
- 2d. 83. Interest Rate / Necessary Funds:** Buyer agrees that (i) the inability to obtain loan approval due to the failure to lock the interest
84. rate and "points" by separate written agreement with the lender; or (ii) the failure to have the down payment or other funds
85. due from Buyer necessary to obtain the loan approval without conditions and close this transaction is not an unfulfilled loan
86. contingency.
- 2e. 87. Loan Status Update:** Buyer shall deliver to Seller the LSU, with at a minimum lines 1-40 completed, describing the current status
88. of the Buyer's proposed loan within ten (10) days after Contract acceptance and instruct lender to provide an updated LSU to
89. Broker(s) and Seller upon request.

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**Residential Resale Real Estate Purchase Contract >>**

- 2f. 90. **Loan Application:** Unless previously completed, within three (3) days after Contract acceptance Buyer shall (i) provide lender 91. with Buyer's name, income, social security number, Premises address, estimate of value of the Premises, and mortgage loan 92. amount sought; and (ii) grant lender permission to access Buyer's Trimerged Residential Credit Report.
- 2g. 93. **Loan Processing During Escrow:** Within ten (10) days after receipt of the **Loan Estimate** Buyer shall (i) provide lender with 94. notice of intent to proceed with the loan transaction in a manner satisfactory to lender; and (ii) provide to lender all requested 95. signed disclosures and the documentation listed in the LSU at lines 32-35. Buyer agrees to diligently work to obtain the loan and 96. will promptly provide the lender with all additional documentation requested.
- 2h. 97. **Type of Financing:**  Conventional  FHA  VA  USDA  Assumption  Seller Carryback  \_\_\_\_\_ 98. (If financing is to be other than new financing, see attached addendum.)
- 2i. 99. **Loan Costs:** All costs of obtaining the loan shall be paid by Buyer, unless otherwise provided for herein.
- 2j. 100. **Seller Concessions (if any):** In addition to the other costs Seller has agreed to pay herein, Seller will credit Buyer \_\_\_\_\_% 101. of the Purchase Price **OR** \$ \_\_\_\_\_ (Seller Concessions). The Seller Concessions may be used for any Buyer fee, cost, 102. charge, or expenditure to the extent allowed by Buyer's lender.
- 2k. 103. **Changes:** Buyer shall immediately notify Seller of any changes in the loan program, financing terms, or lender described in the 104. Pre-Qualification Form attached hereto or LSU provided within ten (10) days after Contract acceptance and shall only make any 105. such changes without the prior written consent of Seller if such changes do not adversely affect Buyer's ability to obtain loan 106. approval without PTD conditions, increase Seller's closing costs, or delay COE.
- 2l. 107. **Appraisal Contingency:** Buyer's obligation to complete this sale is contingent upon an appraisal of the Premises acceptable to 108. lender for at least the purchase price. If the Premises fail to appraise for the purchase price in any appraisal required by lender, 109. Buyer has five (5) days after notice of the appraised value to cancel this Contract and receive a return of the Earnest Money or 110. the appraisal contingency shall be waived, unless otherwise prohibited by federal law.
- 2m. 111. **Appraisal Cost(s):** Initial appraisal fee shall be paid by  Buyer  Seller  Other \_\_\_\_\_ 112. at the time payment is required by lender and is non-refundable. If Seller is paying the initial appraisal fee, the fee  will  will not 113. be applied against Seller's Concessions at COE, if applicable. If Buyer's lender requires an updated appraisal prior to COE, it will be 114. performed at Buyer's expense. Any appraiser/lender required inspection cost(s) shall be paid for by Buyer.

**3. TITLE AND ESCROW**

- 3a. 115. **Escrow:** This Contract shall be used as escrow instructions. The Escrow Company employed by the parties to carry out the 116. terms of this Contract shall be:  
 117. \_\_\_\_\_  
 ESCROW/TITLE COMPANY  
 118. \_\_\_\_\_  
 ADDRESS CITY STATE ZIP  
 119. \_\_\_\_\_  
 EMAIL PHONE FAX
- 3b. 120. **Title and Vesting:** Buyer will take title as determined before COE. If Buyer is married and intends to take title as his/her sole 121. and separate property, a disclaimer deed may be required. Taking title may have significant legal, estate planning and tax 122. consequences. Buyer should obtain independent legal and tax advice.
- 3c. 123. **Title Commitment and Title Insurance:** Escrow Company is hereby instructed to obtain and deliver to Buyer and Seller directly, 124. addressed pursuant to 8s and 9c or as otherwise provided, a Commitment for Title Insurance together with complete and legible copies 125. of all documents that will remain as exceptions to Buyer's policy of Title Insurance ("Title Commitment"), including but not limited to 126. Conditions, Covenants and Restrictions ("CC&Rs"); deed restrictions; and easements. Buyer shall have five (5) days after receipt of the 127. Title Commitment and after receipt of notice of any subsequent exceptions to provide notice to Seller of any items disapproved. Seller 128. shall convey title by warranty deed, subject to existing taxes, assessments, covenants, conditions, restrictions, rights of way, easements 129. and all other matters of record. Buyer shall be provided at Seller's expense an American Land Title Association ("ALTA") Homeowner's 130. Title Insurance Policy or, if not available, a Standard Owner's Title Insurance Policy, showing title vested in Buyer. Buyer may acquire 131. extended coverage at Buyer's own additional expense. If applicable, Buyer shall pay the cost of obtaining the ALTA Lender Title 132. Insurance Policy.

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**Residential Resale Real Estate Purchase Contract >>**

- 3d. 133. **Additional Instructions:** (i) Escrow Company shall promptly furnish notice of pending sale that contains the name and address of Buyer to any homeowner's association(s) in which the Premises are located. (ii) If Escrow Company is also acting as the title agency but is not the title insurer issuing the title insurance policy, Escrow Company shall deliver to Buyer and Seller, upon deposit of funds, closing protection letter from the title insurer indemnifying Buyer and Seller for any losses due to fraudulent acts or breach of escrow instructions by Escrow Company. (iii) All documents necessary to close this transaction shall be executed promptly by Seller and Buyer in the standard form used by Escrow Company. Escrow Company shall modify such documents to the extent necessary to be consistent with this Contract. (iv) Escrow Company fees, unless otherwise stated herein, shall be allocated equally between Seller and Buyer. (v) Escrow Company shall send to all parties and Broker(s) copies of all notices and communications directed to Seller, Buyer and Broker(s). (vi) Escrow Company shall provide Broker(s) access to escrowed materials and information regarding the escrow. (vii) If an Affidavit of Disclosure is provided, Escrow Company shall record the Affidavit at COE.
- 3e. 143. **Tax Prorations:** Real property taxes payable by Seller shall be prorated to COE based upon the latest tax information available.
- 3f. 144. **Release of Earnest Money:** In the event of a dispute between Buyer and Seller regarding any Earnest Money deposited with Escrow Company, Buyer and Seller authorize Escrow Company to release the Earnest Money pursuant to the terms and conditions of this Contract in its sole and absolute discretion. Buyer and Seller agree to hold harmless and indemnify Escrow Company against any claim, action or lawsuit of any kind, and from any loss, judgment, or expense, including costs and attorney fees, arising from or relating in any way to the release of the Earnest Money.
- 3g. 149. **Prorations of Assessments and Fees:** All assessments and fees that are not a lien as of COE, including homeowner's association fees, rents, irrigation fees, and, if assumed, insurance premiums, interest on assessments, interest on encumbrances, and service contracts, shall be prorated as of COE or  Other: \_\_\_\_\_
- 3h. 152. **Assessment Liens:** The amount of any assessment lien or bond including those charged by a special taxing district, such as a Community Facilities District, shall be prorated as of COE.

**4. DISCLOSURE**

- 4a. 154. **Seller's Property Disclosure Statement ("SPDS"):** Seller shall deliver a completed AAR Residential SPDS form to Buyer within three (3) days after Contract acceptance. Buyer shall provide notice of any SPDS items disapproved within the Inspection Period or five (5) days after receipt of the SPDS, whichever is later.
- 4b. 157. **Insurance Claims History:** Seller shall deliver to Buyer a written five (5) year insurance claims history regarding the Premises (or a claims history for the length of time Seller has owned the Premises if less than five (5) years) from Seller's insurance company or an insurance support organization or consumer reporting agency, or if unavailable from these sources, from Seller, within five (5) days after Contract acceptance. Buyer shall provide notice of any items disapproved within the Inspection Period or five (5) days after receipt of the claims history, whichever is later.
- 4c. 162. **Foreign Sellers:** The Foreign Investment in Real Property Tax Act ("FIRPTA") is applicable if Seller is a non-resident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign estate ("Foreign Person"). Seller agrees to complete, sign, and deliver to Escrow Company a certificate indicating whether Seller is a Foreign Person. FIRPTA requires that a foreign seller may have federal income taxes up to 15% of the purchase price withheld, unless an exception applies. Seller is responsible for obtaining independent legal and tax advice.
- 4d. 167. **Lead-Based Paint Disclosure:** If the Premises were built prior to 1978, Seller shall: (i) notify Buyer of any known lead-based paint ("LBP") or LBP hazards in the Premises; (ii) provide Buyer with any LBP risk assessments or inspections of the Premises in Seller's possession; (iii) provide Buyer with the Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards, and any report, records, pamphlets, and/or other materials referenced therein, including the pamphlet "Protect Your Family from Lead in Your Home" (collectively "LBP Information"). Buyer shall return a signed copy of the Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards to Seller prior to COE.
  - 173.  LBP Information was provided prior to Contract acceptance and Buyer acknowledges the opportunity to conduct LBP risk assessments or inspections during Inspection Period.
  - 175.  Seller shall provide LBP Information within five (5) days after Contract acceptance. Buyer may within ten (10) days or \_\_\_\_\_ days after receipt of the LBP Information conduct or obtain a risk assessment or inspection of the Premises for the presence of LBP or LBP hazards ("Assessment Period"). Buyer may within five (5) days after receipt of the LBP Information or five (5) days after expiration of the Assessment Period cancel this Contract.
  - 179. Buyer is further advised to use certified contractors to perform renovation, repair or painting projects that disturb lead-based paint in residential properties built before 1978 and to follow specific work practices to prevent lead contamination.
  - 181. If Premises were constructed prior to 1978, **(BUYER'S INITIALS REQUIRED)** \_\_\_\_\_ BUYER \_\_\_\_\_ BUYER
  - 182. If Premises were constructed in 1978 or later, **(BUYER'S INITIALS REQUIRED)** \_\_\_\_\_ BUYER \_\_\_\_\_ BUYER

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**Residential Resale Real Estate Purchase Contract >>**

- 4e. 183. **Affidavit of Disclosure:** If the Premises are located in an unincorporated area of the county, and five (5) or fewer parcels of  
184. property other than subdivided property are being transferred, Seller shall deliver a completed Affidavit of Disclosure in the form  
185. required by law to Buyer within five (5) days after Contract acceptance. Buyer shall provide notice of any Affidavit of Disclosure items  
186. disapproved within the Inspection Period or five (5) days after receipt of the Affidavit of Disclosure, whichever is later.
- 4f. 187. **Changes During Escrow:** Seller shall immediately notify Buyer of any changes in the Premises or disclosures made herein,  
188. in the SPDS, or otherwise. Such notice shall be considered an update of the SPDS. Unless Seller is already obligated by this  
189. Contract or any amendments hereto, to correct or repair the changed item disclosed, Buyer shall be allowed five (5) days after  
190. delivery of such notice to provide notice of disapproval to Seller.

**5. WARRANTIES**

- 5a. 191. **Condition of Premises: BUYER AND SELLER AGREE THE PREMISES ARE BEING SOLD IN ITS PRESENT PHYSICAL**  
192. **CONDITION AS OF THE DATE OF CONTRACT ACCEPTANCE.** Seller makes no warranty to Buyer, either express or implied,  
193. as to the condition, zoning, or fitness for any particular use or purpose of the Premises. However, Seller shall maintain and repair  
194. the Premises so that at the earlier of possession or COE: (i) the Premises, including all personal property included in the sale, will  
195. be in substantially the same condition as on the date of Contract acceptance; and (ii) all personal property not included in the sale  
196. and debris will be removed from the Premises. Buyer is advised to conduct independent inspections and investigations regarding  
197. the Premises within the Inspection Period as specified in Section 6a. Buyer and Seller acknowledge and understand they may,  
198. but are not obligated to, engage in negotiations or address repairs/improvements to the Premises. Any/all agreed upon repairs/  
199. improvements will be addressed pursuant to Section 6j.
- 5b. 200. **Warranties that Survive Closing:** Seller warrants that Seller has disclosed to Buyer and Broker(s) all material latent defects and  
201. any information concerning the Premises known to Seller, excluding opinions of value, which materially and adversely affect the  
202. consideration to be paid by Buyer. Prior to COE, Seller warrants that payment in full will have been made for all labor, professional  
203. services, materials, machinery, fixtures, or tools furnished within the 150 days immediately preceding COE in connection with the  
204. construction, alteration, or repair of any structure on or improvement to the Premises. Seller warrants that the information regarding  
205. connection to a sewer system or on-site wastewater treatment facility (conventional septic or alternative) is correct to the best of  
206. Seller's knowledge.
- 5c. 207. **Buyer Warranties:** Buyer warrants that Buyer has disclosed to Seller any information that may materially and adversely affect  
208. Buyer's ability to close escrow or complete the obligations of this Contract. At the earlier of possession of the Premises or COE,  
209. Buyer warrants to Seller that Buyer has conducted all desired independent inspections and investigations and accepts the Premises.  
210. **Buyer warrants that Buyer is not relying on any verbal representations concerning the Premises except disclosed as follows:**  
211. \_\_\_\_\_  
212. \_\_\_\_\_

**6. DUE DILIGENCE**

- 6a. 213. **Inspection Period:** Buyer's Inspection Period shall be ten (10) days or \_\_\_\_\_ days after Contract acceptance. During the  
214. Inspection Period Buyer, at Buyer's expense, shall: (i) conduct all desired physical, environmental, and other types of inspections  
215. and investigations to determine the value and condition of the Premises; (ii) make inquiries and consult government agencies,  
216. lenders, insurance agents, architects, and other appropriate persons and entities concerning the suitability of the Premises and  
217. the surrounding area; (iii) investigate applicable building, zoning, fire, health, and safety codes to determine any potential hazards,  
218. violations or defects in the Premises; and (iv) verify any material multiple listing service ("MLS") information. If the presence of  
219. sex offenders in the vicinity or the occurrence of a disease, natural death, suicide, homicide or other crime on or in the vicinity is  
220. a material matter to Buyer, it must be investigated by Buyer during the Inspection Period. Buyer shall keep the Premises free and  
221. clear of liens, shall indemnify and hold Seller harmless from all liability, claims, demands, damages, and costs, and shall repair all  
222. damages arising from the inspections. Buyer shall provide Seller and Broker(s) upon receipt, at no cost, copies of all inspection  
223. reports concerning the Premises obtained by Buyer. Buyer is advised to consult the Arizona Department of Real Estate *Buyer*  
224. *Advisory* to assist in Buyer's due diligence inspections and investigations.
- 6b. 225. **Square Footage: BUYER IS AWARE THAT ANY REFERENCE TO THE SQUARE FOOTAGE OF THE PREMISES, BOTH THE**  
226. **REAL PROPERTY (LAND) AND IMPROVEMENTS THEREON, IS APPROXIMATE. IF SQUARE FOOTAGE IS A MATERIAL**  
227. **MATTER TO BUYER, IT MUST BE INVESTIGATED DURING THE INSPECTION PERIOD.**
- 6c. 228. **Wood-Destroying Organism or Insect Inspection: IF CURRENT OR PAST WOOD-DESTROYING ORGANISMS OR INSECTS**  
229. **(SUCH AS TERMITES) ARE A MATERIAL MATTER TO BUYER, THESE ISSUES MUST BE INVESTIGATED DURING THE**  
230. **INSPECTION PERIOD.** Buyer shall order and pay for all wood-destroying organism or insect inspections performed during the  
231. Inspection Period. If the lender requires an updated Wood-Destroying Organism or Insect Inspection Report prior to COE, it will be  
232. performed at Buyer's expense.
- 6d. 233. **Flood Hazard: FLOOD HAZARD DESIGNATIONS OR THE COST OF FLOOD HAZARD INSURANCE SHALL BE**  
234. **DETERMINED BY BUYER DURING THE INSPECTION PERIOD.** If the Premises are situated in an area identified as having  
235. any special flood hazards by any governmental entity, **THE LENDER MAY REQUIRE THE PURCHASE OF FLOOD HAZARD**  
236. **INSURANCE.** Special flood hazards may also affect the ability to encumber or improve the Premises.

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BUYER	BUYER

Residential Resale Real Estate Purchase Contract >>

6e. 237. Insurance: IF HOMEOWNER'S INSURANCE IS A MATERIAL MATTER TO BUYER, BUYER SHALL APPLY FOR AND
238. OBTAIN WRITTEN CONFIRMATION OF THE AVAILABILITY AND COST OF HOMEOWNER'S INSURANCE FOR THE
239. PREMISES FROM BUYER'S INSURANCE COMPANY DURING THE INSPECTION PERIOD. Buyer understands that any
240. homeowner's, fire, casualty, flood or other insurance desired by Buyer or required by lender should be in place at COE.

6f. 241. Sewer or On-site Wastewater Treatment System: The Premises are connected to a:

242. [ ] sewer system [ ] conventional septic system [ ] alternative system

243. IF A SEWER CONNECTION IS A MATERIAL MATTER TO BUYER, IT MUST BE INVESTIGATED DURING THE INSPECTION
244. PERIOD. If the Premises are served by a conventional septic or alternative system, the AAR On-site Wastewater Treatment Facility
245. Addendum is incorporated herein by reference.

246. (BUYER'S INITIALS REQUIRED) BUYER BUYER

6g. 247. Swimming Pool Barrier Regulations: During the Inspection Period, Buyer agrees to investigate all applicable state, county, and
248. municipal Swimming Pool barrier regulations and agrees to comply with and pay all costs of compliance with said regulations prior to
249. occupying the Premises, unless otherwise agreed in writing. If the Premises contains a Swimming Pool, Buyer acknowledges receipt
250. of the Arizona Department of Health Services approved private pool safety notice.

251. (BUYER'S INITIALS REQUIRED) BUYER BUYER

6h. 252. BUYER ACKNOWLEDGMENT: BUYER RECOGNIZES, ACKNOWLEDGES, AND AGREES THAT BROKER(S) ARE NOT
253. QUALIFIED, NOR LICENSED, TO CONDUCT DUE DILIGENCE WITH RESPECT TO THE PREMISES OR THE SURROUNDING
254. AREA. BUYER IS INSTRUCTED TO CONSULT WITH QUALIFIED LICENSED PROFESSIONALS TO ASSIST IN BUYER'S
255. DUE DILIGENCE EFFORTS. BECAUSE CONDUCTING DUE DILIGENCE WITH RESPECT TO THE PREMISES AND THE
256. SURROUNDING AREA IS BEYOND THE SCOPE OF BROKER'S EXPERTISE AND LICENSING, BUYER EXPRESSLY
257. RELEASES AND HOLDS HARMLESS BROKER(S) FROM LIABILITY FOR ANY DEFECTS OR CONDITIONS THAT COULD
258. HAVE BEEN DISCOVERED BY INSPECTION OR INVESTIGATION.

259. (BUYER'S INITIALS REQUIRED) BUYER BUYER

6i. 260. Inspection Period Notice: Prior to expiration of the Inspection Period, Buyer shall deliver to Seller a signed notice of any items
261. disapproved. AAR's Buyer's Inspection Notice and Seller's Response form is available for this purpose. Buyer shall conduct all
262. desired inspections and investigations prior to delivering such notice to Seller and all Inspection Period items disapproved shall be
263. provided in a single notice.

6j. 264. Buyer Disapproval: If Buyer, in Buyer's sole discretion, disapproves of items as allowed herein, Buyer shall deliver to Seller a
265. signed notice of the items disapproved and state in the notice that Buyer elects to either:

- 266. (1) Immediately cancel this Contract, in which case:
267. (a) If Buyer's notice specifies disapproval of items as allowed herein, the Earnest Money shall be released to Buyer.
268. (b) If Buyer's notice fails to specify items disapproved as allowed herein, the cancellation will remain in effect but Buyer has
269. failed to comply with a provision of this Contract and Seller may deliver to Buyer a cure notice as required by Section 7a.
270. If Buyer fails to cure their non-compliance within three (3) days after delivery of such notice, Buyer shall be in breach and
271. Seller shall be entitled to the Earnest Money. If, prior to expiration of the Cure Period, Buyer delivers notice specifying
272. items disapproved as allowed herein, Buyer shall be entitled to a return of the Earnest Money.

273. OR

274. (2) Provide Seller an opportunity to correct or address the items disapproved, in which case:

- 275. (a) Seller shall respond in writing within five (5) days or \_\_\_\_\_ days after delivery to Seller of Buyer's notice of items
276. disapproved. Seller's failure to respond to Buyer in writing within the specified time period shall conclusively be deemed
277. Seller's refusal to correct or address any of the items disapproved.
278. (b) If Seller agrees in writing to correct items disapproved, Seller shall correct the items, complete any repairs in a
279. workmanlike manner and deliver any paid receipts evidencing the corrections and repairs to Buyer three (3) days
280. or \_\_\_\_\_ days prior to the COE Date.
281. (c) If Seller is unwilling or unable to correct or address any of the items disapproved, Buyer may cancel this Contract within
282. five (5) days after delivery of Seller's response or after expiration of the time for Seller's response, whichever occurs
283. first, and the Earnest Money shall be released to Buyer. If Buyer does not cancel this Contract within the five (5) days as
284. provided, Buyer shall close escrow without those items that Seller has not agreed in writing to correct or address.

285. VERBAL DISCUSSIONS WILL NOT EXTEND THESE TIME PERIODS. Only a written agreement signed by both parties will extend
286. response times or cancellation rights.

287. BUYER'S FAILURE TO GIVE NOTICE OF DISAPPROVAL OF ITEMS OR CANCELLATION OF THIS CONTRACT WITHIN
288. THE SPECIFIED TIME PERIOD SHALL CONCLUSIVELY BE DEEMED BUYER'S ELECTION TO PROCEED WITH THE
289. TRANSACTION WITHOUT CORRECTION OF ANY DISAPPROVED ITEMS.

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SELLER SELLER

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BUYER BUYER

**Residential Resale Real Estate Purchase Contract >>**

6k. 290. **Home Warranty Plan:** Buyer and Seller are advised to investigate the various home warranty plans available for purchase. The  
291. parties acknowledge that different home warranty plans have different coverage options, exclusions, limitations, service fees and  
292. most plans exclude pre-existing conditions.

293.  A Home Warranty Plan will be ordered by  Buyer or  Seller with the following optional coverage

294. \_\_\_\_\_, to be issued by \_\_\_\_\_ at a cost

295. not to exceed \$ \_\_\_\_\_, to be paid for by  Buyer  Seller  Split evenly between Buyer and Seller

296.  Buyer declines the purchase of a Home Warranty Plan.

297.

**(BUYER'S INITIALS REQUIRED)**

BUYER BUYER

6l. 298. **Walkthrough(s):** Seller grants Buyer and Buyer's inspector(s) reasonable access to conduct walkthrough(s) of the Premises for  
299. the purpose of satisfying Buyer that any corrections or repairs agreed to by Seller have been completed, and the Premises are  
300. in substantially the same condition as of the date of Contract acceptance. If Buyer does not conduct such walkthrough(s), Buyer  
301. releases Seller and Broker(s) from liability for any defects that could have been discovered.

6m. 302. **Seller's Responsibility Regarding Inspections and Walkthrough(s):** Seller shall make the Premises available for all inspections  
303. and walkthrough(s) upon reasonable notice by Buyer. Seller shall, at Seller's expense, have all utilities on, including any propane,  
304. until COE to enable Buyer to conduct these inspections and walkthrough(s).

6n. 305. **IRS and FIRPTA Reporting:** The Foreign Investment in Real Property Tax Act ("FIRPTA") provides that, if a seller is a Foreign  
306. Person, a buyer of residential real property must withhold federal income taxes up to 15% of the purchase price, unless an exception  
307. applies. If FIRPTA is applicable and Buyer fails to withhold, Buyer may be held liable for the tax. Buyer agrees to perform any acts  
308. reasonable or necessary to comply with FIRPTA and IRS reporting requirements and Buyer is responsible for obtaining independent  
309. legal and tax advice.

**7. REMEDIES**

7a. 310. **Cure Period:** A party shall have an opportunity to cure a potential breach of this Contract. If a party fails to comply with any  
311. provision of this Contract, the other party shall deliver a notice to the non-complying party specifying the non-compliance. If the  
312. non-compliance is not cured within three (3) days after delivery of such notice ("Cure Period"), the failure to comply shall become a  
313. breach of Contract. If Escrow Company or recorder's office is closed on the last day of the Cure Period, and COE must occur  
314. to cure a potential breach, COE shall occur on the next day that both are open for business.

7b. 315. **Breach:** In the event of a breach of Contract, the non-breaching party may cancel this Contract and/or proceed against the  
316. breaching party in any claim or remedy that the non-breaching party may have in law or equity, subject to the Alternative Dispute  
317. Resolution obligations set forth herein. In the case of Seller, because it would be difficult to fix actual damages in the event of  
318. Buyer's breach, the Earnest Money may be deemed a reasonable estimate of damages and Seller may, at Seller's option, accept  
319. the Earnest Money as Seller's sole right to damages; and in the event of Buyer's breach arising from Buyer's failure to deliver the  
320. notice required by Section 2b, or Buyer's inability to obtain loan approval due to the waiver of the appraisal contingency pursuant  
321. to Section 2l, Seller shall exercise this option and accept the Earnest Money as Seller's sole right to damages. An unfulfilled  
322. contingency is not a breach of Contract. The parties expressly agree that the failure of any party to comply with the terms and  
323. conditions of Section 1d to allow COE to occur on the COE Date, if not cured after a cure notice is delivered pursuant to Section 7a,  
324. will constitute a material breach of this Contract, rendering the Contract subject to cancellation.

7c. 325. **Alternative Dispute Resolution ("ADR"):** Buyer and Seller agree to mediate any dispute or claim arising out of or relating to this  
326. Contract in accordance with the REALTORS® Dispute Resolution System, or as otherwise agreed. All mediation costs shall be paid  
327. equally by the parties. In the event that mediation does not resolve all disputes or claims, the unresolved disputes or claims shall  
328. be submitted for binding arbitration. In such event, the parties shall agree upon an arbitrator and cooperate in the scheduling of  
329. an arbitration hearing. If the parties are unable to agree on an arbitrator, the dispute shall be submitted to the American Arbitration  
330. Association ("AAA") in accordance with the AAA Arbitration Rules for the Real Estate Industry. The decision of the arbitrator shall be  
331. final and nonappealable. Judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction.  
332. Notwithstanding the foregoing, either party may opt out of binding arbitration within thirty (30) days after the conclusion of the  
333. mediation conference by notice to the other and, in such event, either party shall have the right to resort to court action.

7d. 334. **Exclusions from ADR:** The following matters are excluded from the requirement for ADR hereunder: (i) any action brought in the  
335. Small Claims Division of an Arizona Justice Court (up to \$3,500) so long as the matter is not thereafter transferred or removed from  
336. the small claims division; (ii) judicial or nonjudicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage, or  
337. agreement for sale; (iii) an unlawful entry or detainer action; (iv) the filing or enforcement of a mechanic's lien; or (v) any matter that  
338. is within the jurisdiction of a probate court. Further, the filing of a judicial action to enable the recording of a notice of pending action  
339. ("lis pendens"), or order of attachment, receivership, injunction, or other provisional remedies shall not constitute a waiver of the  
340. obligation to submit the claim to ADR, nor shall such action constitute a breach of the duty to mediate or arbitrate.

7e. 341. **Attorney Fees and Costs:** The prevailing party in any dispute or claim between Buyer and Seller arising out of or relating to this  
342. Contract shall be awarded their reasonable attorney fees and costs. Costs shall include, without limitation, attorney fees, expert  
343. witness fees, fees paid to investigators, and arbitration costs.

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BUYER BUYER

### 8. ADDITIONAL TERMS AND CONDITIONS

8a. 344. \_\_\_\_\_  
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**Residential Resale Real Estate Purchase Contract >>**

- 8b. 390. **Risk of Loss:** If there is any loss or damage to the Premises between the date of Contract acceptance and COE or possession, 391. whichever is earlier, by reason of fire, vandalism, flood, earthquake, or act of God, the risk of loss shall be on Seller, provided, 392. however, that if the cost of repairing such loss or damage would exceed ten percent (10%) of the purchase price, either Seller or 393. Buyer may elect to cancel the Contract.
- 8c. 394. **Permission:** Buyer and Seller grant Broker(s) permission to advise the public of this Contract.
- 8d. 395. **Arizona Law:** This Contract shall be governed by Arizona law and jurisdiction is exclusively conferred on the State of Arizona.
- 8e. 396. **Time is of the Essence:** The parties acknowledge that time is of the essence in the performance of the obligations described 397. herein.
- 8f. 398. **Compensation:** Seller and Buyer acknowledge that Broker(s) shall be compensated for services rendered as previously agreed by 399. separate written agreement(s), which shall be delivered by Broker(s) to Escrow Company for payment at COE, if not previously paid. 400. If Seller is obligated to pay Broker(s), this Contract shall constitute an irrevocable assignment of Seller's proceeds at COE. If Buyer is 401. obligated to pay Broker(s), payment shall be collected from Buyer as a condition of COE. **BROKER COMPENSATION IS NOT SET 402. BY LAW, NOR BY ANY BOARD, ASSOCIATION OF REALTORS®, MULTIPLE LISTING SERVICE, OR IN ANY MANNER OTHER 403. THAN AS FULLY NEGOTIATED BETWEEN BROKER AND CLIENT.**
- 8g. 404. **Copies and Counterparts:** A fully executed facsimile or electronic copy of the Contract shall be treated as an original Contract. 405. This Contract and any other documents required by this Contract may be executed by facsimile or other electronic means and in any 406. number of counterparts, which shall become effective upon delivery as provided for herein, except that the Disclosure of Information 407. on Lead-Based Paint and Lead-Based Paint Hazards may not be signed in counterpart. All counterparts shall be deemed to 408. constitute one instrument, and each counterpart shall be deemed an original.
- 8h. 409. **Days:** All references to days in this Contract shall be construed as calendar days and a day shall begin at 12:00 a.m. and 410. end at 11:59 p.m.
- 8i. 411. **Calculating Time Periods:** In computing any time period prescribed or allowed by this Contract, the day of the act or event from 412. which the time period begins to run is not included and the last day of the time period is included. Contract acceptance occurs on the 413. date that the signed Contract (and any incorporated counter offer) is delivered to and received by the appropriate Broker. Acts that 414. must be performed three (3) days prior to the COE Date must be performed three (3) full days prior (i.e. – if the COE Date is Friday 415. the act must be performed by 11:59 p.m. on Monday).
- 8j. 416. **Entire Agreement:** This Contract, and any addenda and attachments, shall constitute the entire agreement between Seller and 417. Buyer, shall supersede any other written or oral agreements between Seller and Buyer and can be modified only by a writing signed 418. by Seller and Buyer. The failure to initial any page of this Contract shall not affect the validity or terms of this Contract.
- 8k. 419. **Subsequent Offers:** Buyer acknowledges that Seller has the right to accept subsequent offers until COE. Seller understands that 420. any subsequent offer accepted by Seller must be a backup offer contingent on the cancellation of this Contract.
- 8l. 421. **Cancellation:** A party who wishes to exercise the right of cancellation as allowed herein may cancel this Contract by delivering 422. notice stating the reason for cancellation to the other party or to Escrow Company. Cancellation shall become effective immediately 423. upon delivery of the cancellation notice.
- 8m. 424. **Notice:** Unless otherwise provided, delivery of all notices and documentation required or permitted hereunder shall be in writing 425. and deemed delivered and received when: (i) hand-delivered; (ii) sent via facsimile transmission; (iii) sent via electronic mail, if email 426. addresses are provided herein; or (iv) sent by recognized overnight courier service, and addressed to Buyer as indicated in Section 427. 8q, to Seller as indicated in Section 9a and to Escrow Company indicated in Section 3a.
- 8n. 428. **Release of Broker(s):** Seller and Buyer hereby expressly release, hold harmless and indemnify Broker(s) in this 429. transaction from any and all liability and responsibility regarding financing, the condition, square footage, lot lines, 430. boundaries, value, rent rolls, environmental problems, sanitation systems, roof, wood infestation, building codes, 431. governmental regulations, insurance, price and terms of sale, return on investment or any other matter relating to the value 432. or condition of the Premises. The parties understand and agree that Broker(s) do not provide advice on property as an 433. investment and are not qualified to provide financial, legal, or tax advice regarding this real estate transaction.
- 434. **(SELLER'S INITIALS REQUIRED)** \_\_\_\_\_ **(BUYER'S INITIALS REQUIRED)** \_\_\_\_\_  

SELLER SELLER BUYER BUYER
- 8o. 435. **Terms of Acceptance:** This offer will become a binding Contract when acceptance is signed by Seller and a signed copy delivered 436. in person, by mail, facsimile or electronically, and received by Broker named in Section 8q 437. by \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m., Mountain Standard Time. 438. Buyer may withdraw this offer at any time prior to receipt of Seller's signed acceptance. If no signed acceptance is received by this 439. date and time, this offer shall be deemed withdrawn and Buyer's Earnest Money shall be returned.
- 8p. 440. THIS CONTRACT CONTAINS TEN (10) PAGES EXCLUSIVE OF ANY ADDENDA AND ATTACHMENTS. PLEASE ENSURE 441. THAT YOU HAVE RECEIVED AND READ ALL TEN (10) PAGES OF THIS OFFER AS WELL AS ANY ADDENDA AND 442. ATTACHMENTS.

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SELLER	SELLER

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BUYER	BUYER



**Residential Resale Real Estate Purchase Contract >>**

**8q. 443. Broker on behalf of Buyer:**

444. \_\_\_\_\_  
PRINT AGENT'S NAME AGENT MLS CODE AGENT STATE LICENSE NO.

445. \_\_\_\_\_  
PRINT AGENT'S NAME AGENT MLS CODE AGENT STATE LICENSE NO.

446. \_\_\_\_\_  
PRINT FIRM NAME FIRM MLS CODE

447. \_\_\_\_\_  
FIRM ADDRESS STATE ZIP CODE FIRM STATE LICENSE NO.

448. \_\_\_\_\_  
PREFERRED TELEPHONE FAX EMAIL

**8r. 449. Agency Confirmation:** Broker named in Section 8q above is the agent of (check one):

450.  Buyer;  Seller; or  both Buyer and Seller

**8s. 451. The undersigned agree to purchase the Premises on the terms and conditions herein stated and acknowledge receipt of 452. a copy hereof including the Buyer Attachment.**

453. \_\_\_\_\_  
^ BUYER'S SIGNATURE MO/DA/YR ^ BUYER'S SIGNATURE MO/DA/YR

454. \_\_\_\_\_  
^ BUYER'S NAME PRINTED ^ BUYER'S NAME PRINTED

455. \_\_\_\_\_  
ADDRESS ADDRESS

456. \_\_\_\_\_  
CITY, STATE, ZIP CODE CITY, STATE, ZIP CODE

**9. SELLER ACCEPTANCE**

**9a. 457. Broker on behalf of Seller:**

458. \_\_\_\_\_  
PRINT AGENT'S NAME AGENT MLS CODE AGENT STATE LICENSE NO.

459. \_\_\_\_\_  
PRINT AGENT'S NAME AGENT MLS CODE AGENT STATE LICENSE NO.

460. \_\_\_\_\_  
PRINT FIRM NAME FIRM MLS CODE

461. \_\_\_\_\_  
FIRM ADDRESS STATE ZIP CODE FIRM STATE LICENSE NO.

462. \_\_\_\_\_  
PREFERRED TELEPHONE FAX EMAIL

**9b. 463. Agency Confirmation:** Broker named in Section 9a above is the agent of (check one):

464.  Seller; or  both Buyer and Seller

**9c. 465. The undersigned agree to sell the Premises on the terms and conditions herein stated, acknowledge receipt of a 466. copy hereof and grant permission to Broker named in Section 9a to deliver a copy to Buyer.**

467.  Counter Offer is attached, and is incorporated herein by reference. Seller must sign and deliver both this offer and the Counter Offer. If there is a conflict between this offer and the Counter Offer, the provisions of the Counter Offer shall be controlling.

469. \_\_\_\_\_  
^ SELLER'S SIGNATURE MO/DA/YR ^ SELLER'S SIGNATURE MO/DA/YR

470. \_\_\_\_\_  
^ SELLER'S NAME PRINTED ^ SELLER'S NAME PRINTED

471. \_\_\_\_\_  
ADDRESS ADDRESS

472. \_\_\_\_\_  
CITY, STATE, ZIP CODE CITY, STATE, ZIP CODE

473.  **OFFER REJECTED BY SELLER:** \_\_\_\_\_, 20\_\_\_\_  
MONTH DAY YEAR (SELLER'S INITIALS)

**For Broker Use Only:**

Brokerage File/Log No. \_\_\_\_\_ Manager's Initials \_\_\_\_\_ Broker's Initials \_\_\_\_\_ Date \_\_\_\_\_  
MO/DA/YR

# H.O.A. CONDOMINIUM / PLANNED COMMUNITY ADDENDUM



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



## SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: \_\_\_\_\_
2. Premises Address: \_\_\_\_\_
3. Date: \_\_\_\_\_
4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information on page 1 to be completed by Seller at the time of listing the
5. Premises for sale. (2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to
6. prospective buyers upon request prior to prospective buyer's submission of a Residential Resale Real Estate Purchase Contract to Seller.

### ASSOCIATION(S) GOVERNING THE PREMISES

7.	H.O.A.: _____	Contact Info: _____
8.	Management Company (if any): _____	Contact Info: _____
9.	Amount of Dues: \$ _____ How often? _____	
10.	Amount of special assessments (if any): \$ _____ How often? _____	Start Date: _____ End Date: _____ MO/DAY/YR MO/DAY/YR
11.	Master Association (if any): _____	Contact Info: _____
12.	Management Company (if any): _____	Contact Info: _____
13.	Amount of Dues: \$ _____ How often? _____	
14.	Amount of special assessments (if any): \$ _____ How often? _____	Start Date: _____ End Date: _____ MO/DAY/YR MO/DAY/YR
15.	Other: _____	Contact Info: _____
16.	Amount of Dues: \$ _____ How often? _____	

### FEES PAYABLE UPON CLOSE OF ESCROW

17. **Transfer Fees:** Association(s) fees related to the transfer of title: H.O.A.: \$ \_\_\_\_\_ Master Association: \$ \_\_\_\_\_.
18. **Capital Improvement Fees,** including but not limited to those fees labeled as community reserve, asset preservation, capital reserve,
19. working capital, community enhancement, future improvement fees, or payments: H.O.A.: \$ \_\_\_\_\_ Master Association: \$ \_\_\_\_\_.
20. **Prepaid Association(s) Fees:** Dues, assessments, and any other association(s) fees paid in advance of their due date:
21. H.O.A.: \$ \_\_\_\_\_ Master Association: \$ \_\_\_\_\_.
22. **Disclosure Fees:** Association(s)/Management Company(ies) costs incurred in the preparation of a statement or other documents
23. furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien estoppels and any other
24. services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate
25. of \$400.00 per association. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of
26. no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents
27. were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be
28. performed within seventy-two (72) hours after the request. H.O.A.: \$ \_\_\_\_\_ Master Association: \$ \_\_\_\_\_.
29. **Other Fees:** \$ \_\_\_\_\_ Explain: \_\_\_\_\_.
30. **SELLER CERTIFICATION:** By signing below, Seller certifies that the information contained above is true and complete to the best of
31. Seller's actual knowledge as of the date signed. Broker(s) did not verify any of the information contained herein.
32. \_\_\_\_\_
33. ^ SELLER'S SIGNATURE MO/DAY/YR ^ SELLER'S SIGNATURE MO/DAY/YR

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### ADDITIONAL OBLIGATIONS

34. **If the homeowner's association has less than 50 units**, no later than ten (10) days after Contract acceptance, the Seller shall provide  
35. in writing to Buyer the information described below as required by Arizona law.
36. **If the homeowners association has 50 or more units**, Seller shall furnish notice of pending sale that contains the name and address  
37. of the Buyer to the homeowner's association within five (5) days after Contract acceptance and pursuant to Section 3d of the Contract.  
38. Escrow Company is instructed to provide such notice on Seller's behalf. The association is obligated by Arizona law to provide information  
39. described below to Buyer within ten (10) days after receipt of Seller's notice.
40. **BUYER IS ALLOWED FIVE (5) DAYS AFTER RECEIPT OF THE INFORMATION FROM THE SELLER(S) OR HOMEOWNER'S**  
41. **ASSOCIATION TO PROVIDE WRITTEN NOTICE TO SELLER OF ANY ITEMS DISAPPROVED.**

#### INFORMATION REQUIRED BY LAW TO BE PROVIDED TO BUYER:

42. **INFORMATION REQUIRED BY LAW TO BE PROVIDED TO BUYER:**
43. 1. A copy of the bylaws and the rules of the association.
44. 2. A copy of the declaration of Covenants, Conditions and Restrictions ("CC&Rs").
45. 3. A dated statement containing:
46. (a) The telephone number and address of a principal contact for the association, which may be an association manager, an  
47. association management company, an officer of the association or any other person designated by the board of directors.
48. (b) The amount of the common expense assessment and the unpaid common expense assessment, special assessment or  
49. other assessment, fee or charge currently due and payable from the Seller.
50. (c) A statement as to whether a portion of the unit is covered by insurance maintained by the association.
51. (d) The total amount of money held by the association as reserves.
52. (e) If the statement is being furnished by the association, a statement as to whether the records of the association reflect any  
53. alterations or improvements to the unit that violate the declaration. The association is not obligated to provide information  
54. regarding alterations or improvements that occurred more than six years before the proposed sale. Seller remains obligated  
55. to disclose alterations or improvements to the Premises that violate the declaration. The association may take action  
56. against the Buyer for violations apparent at the time of purchase that are not reflected in the association's records.
57. (f) If the statement is being furnished by the Seller, a statement as to whether the Seller has any knowledge of any alterations  
58. or improvements to the unit that violate the declaration.
59. (g) A statement of case names and case numbers for pending litigation with respect to the Premises or the association,  
60. including the amount of any money claimed.
61. 4. A copy of the current operating budget of the association.
62. 5. A copy of the most recent annual financial report of the association. If the report is more than ten pages, the association may  
63. provide a summary of the report in lieu of the entire report.
64. 6. A copy of the most recent reserve study of the association, if any.
65. 7. Any other information required by law.
66. 8. A statement for Buyer acknowledgment and signature are required by Arizona law.

&gt;&gt;

**BUYER'S ACKNOWLEDGMENT AND TERMS**

67. Buyer: \_\_\_\_\_

68. Seller: \_\_\_\_\_

69. Premises Address: \_\_\_\_\_

70. **NOTE: LINES 71-76 TO ONLY BE COMPLETED BY BUYER, AND NOT SELLER!**

71. **The following additional terms and conditions are hereby included as a part of the Contract between Seller and Buyer for the above referenced Premises.**

73. **Transfer Fees** shall be paid by:  Buyer  Seller  Other \_\_\_\_\_

74. **Capital Improvement Fees** shall be paid by:  Buyer  Seller  Other \_\_\_\_\_

75. Any additional fees not disclosed on page 1 and payable upon close of escrow shall be paid by:  Buyer  Seller  Other \_\_\_\_\_

76. \_\_\_\_\_

77. Buyer shall pay all **Prepaid Association Fees**.

78. Seller shall pay all **Disclosure Fees** as required by Arizona law.

79. In a financed purchase, Buyer shall be responsible for all lender fees charged to obtain Association(s)/Management Company(ies) documents.

80. **BUYER VERIFICATION:** Buyer may contact the Association(s)/Management Company(ies) for verbal verification of association  
81. **FEES PAYABLE UPON CLOSE OF ESCROW.**

82. **ASSESSMENTS:** Any current homeowner's association assessment which is a lien as of Close of Escrow shall be paid in full by Seller.

83. Any assessment that becomes a lien after Close of Escrow is Buyer's responsibility.

**ADDITIONAL TERMS AND CONDITIONS**

84. \_\_\_\_\_

85. \_\_\_\_\_

86. \_\_\_\_\_

87. \_\_\_\_\_

88. **BUYER ACKNOWLEDGEMENT:** By signing below, Buyer acknowledges receipt of all three (3) pages of this addendum and acknowledges  
89. that, although Seller has used best efforts to identify the amount of the fees stated herein, the precise amount of the fees may not be known  
90. until written disclosure documents are furnished by the Association(s)/Management Company(ies) per Arizona law (A.R.S. § 33-1260 and  
91. §33-1806). Buyer further acknowledges that Broker(s) did not verify any of the information contained herein. Buyer therefore agrees to  
92. hold Seller and Broker(s) harmless should the **FEES PAYABLE UPON CLOSE OF ESCROW** prove incorrect or incomplete.

93. The undersigned agrees to the additional terms and conditions set forth above and acknowledges receipt of a copy hereof.

94. \_\_\_\_\_

95. ^ BUYER'S SIGNATURE MO/DA/YR ^ BUYER'S SIGNATURE MO/DA/YR

96. **SELLER'S ACCEPTANCE:**

97. \_\_\_\_\_

98. ^ SELLER'S SIGNATURE MO/DA/YR ^ SELLER'S SIGNATURE MO/DA/YR

**For Broker Use Only:**

Brokerage File/Log No. \_\_\_\_\_ Manager's Initials \_\_\_\_\_ Broker's Initials \_\_\_\_\_ Date \_\_\_\_\_  
MO/DA/YR

# COUNTER OFFER \_\_\_\_\_

Document updated:  
June 2021



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. This is a Counter Offer originated by:  Seller  Buyer  Landlord  Tenant
2. This is a Counter Offer to the  Offer  Counter Offer dated \_\_\_\_\_ between the following Parties:  
MO/DAYR
3. Seller/Landlord: \_\_\_\_\_
4. Buyer/Tenant: \_\_\_\_\_
5. Premises Address: \_\_\_\_\_
6. Acceptance of the above Offer and/or Counter Offer is contingent upon agreement to the following:

7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

19. Terms of Acceptance: Unless acceptance of this Counter Offer is signed by all parties and a signed copy delivered in person, by mail, facsimile or electronically, and received by the originating party's Broker named in the Contract Section 8q or 9a as applicable
20. by \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m., Mountain Standard Time, this Counter Offer shall be considered withdrawn.
21. Except as modified by this Counter Offer, all other terms and conditions of the above referenced Offer/Counter Offer(s) shall remain unchanged and deemed accepted. Until this Counter Offer has been accepted in the manner described above, the Parties understand
22. that the Party originating this Counter Offer may withdraw the offer to buy, sell, or lease the Premises.
23. The undersigned acknowledges receipt of a copy hereof.

24. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
25.  Seller  Buyer  Landlord  Tenant
26. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
27.  Seller  Buyer  Landlord  Tenant

## RESPONSE

28. An additional Counter Offer is attached, and is incorporated by reference. If there is a conflict between this Counter Offer and the
29. additional Counter Offer, the provisions of the additional Counter Offer shall be controlling.
30. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
31.  Seller  Buyer  Landlord  Tenant
32. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
33.  Seller  Buyer  Landlord  Tenant

## ACCEPTANCE

34. The undersigned agrees to the terms and conditions of this Counter Offer and acknowledges receipt of a copy hereof.
35. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
36.  Seller  Buyer  Landlord  Tenant
37. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
38.  Seller  Buyer  Landlord  Tenant

### For Broker Use Only:

Brokerage File/Log No. \_\_\_\_\_ Manager's Initials \_\_\_\_\_ Broker's Initials \_\_\_\_\_ Date \_\_\_\_\_  
MO/DAYR











# Buyer Advisory



## A Resource for Real Estate Consumers

*Provided by the Arizona Association of  
REALTORS® and the Arizona Department  
of Real Estate*

**A real estate agent is vital to the purchase of real property and can provide a variety of services in locating a property, negotiating the sale, and advising the buyer.**

**A real estate agent is generally not qualified to discover defects or evaluate the physical condition of property; however, a real estate agent can assist a buyer in finding qualified inspectors and provide the buyer with documents and other resources containing vital information about a prospective property.**

This Advisory is designed to make the purchase of real property as smooth as possible. Some of the more common issues that a buyer may decide to

investigate or verify concerning a property purchase are summarized in this Advisory. Included in this Advisory are:

1. Common documents a buyer should review;
2. Physical conditions in the property the buyer should investigate; and
3. Conditions affecting the surrounding area that the buyer should investigate.

In addition, a buyer must communicate to the real estate agents in the transaction any special concerns the buyer may have about the property or surrounding area, whether or not those issues are addressed in this Advisory.

### Reminder:

This Advisory is supplemental to obtaining professional property inspections. Professional property inspections are absolutely essential: there is no practical substitute for a professional inspection as a measure to discover and investigate defects or shortcoming in a property.

### Please Note:

The property may be subject to video and/or audio surveillance. Buyer should therefore exercise caution and not discuss features or pricing while in the home.

## Table of Contents

### SECTION 1

#### COMMON DOCUMENTS A BUYER SHOULD REVIEW

- |   |   |  |
|---|---|--|
| 3 Purchase Contract                                 | 4 Homeowner's Association (HOA) Governing Documents | 5 Lead-Based Paint Disclosure Form                         |
| 3 MLS Printout                                      | 4 HOA Disclosures                                   | 5 Professional Inspection Report                           |
| 3 The Subdivision Disclosure Report (Public Report) | 4 Community Facilities District                     | 5 County Assessors/Tax Records                             |
| 3 Seller's Property Disclosure Statement (SPDS)     | 4 Title Report or Title Commitment                  | 5 Termites and Other Wood Destroying Insects and Organisms |
| 3 Covenants, Conditions and Restrictions (CC&Rs)    | 4 Loan Information & Documents                      | 5 Foreign Investment in Real Property Tax Act (FIRPTA)     |
|   | 4 Home Warranty Policy                              |  |
|   | 5 Affidavit of Disclosure                           |  |

### SECTION 2

#### COMMON PHYSICAL CONDITIONS IN THE PROPERTY A BUYER SHOULD INVESTIGATE

- |  |   |  |
|--|---|--|
| 6 Repairs, Remodeling and New Construction                 | 7 Water/Well Issues (Adjudications, CAGRDS)                       | 8 Indoor Environmental Concerns (Mold, Drywall, Radon Gas & Carbon Monoxide, Drug labs, Other) |
| 6 Square Footage   | 7 Soil Problems   | 8 Property Boundaries  |
| 6 Roof   | 7 Previous Fire/Flood   | 9 Flood Insurance / Flood Plain Status   |
| 6 Swimming Pools and Spas (Barriers)                       | 7 Pests (Scorpions, Bed bugs, Roof Rats, Termites & Bark Beetles) | 9 Insurance (Claims History)   |
| 6 Septic and Other On-Site Wastewater Treatment Facilities | 8 Endangered & Threatened Species                                 | 9 Other Property Conditions (Plumbing, Cooling/Heating, Electrical systems)                    |
| 7 Sewer  | 8 Deaths & Felonies on the Property                               |  |

### SECTION 3

#### CONDITIONS AFFECTING THE AREA SURROUNDING THE PROPERTY THE BUYER SHOULD INVESTIGATE

- |  |  |  |
|--|--|--|
| 10 Environmental Concerns (Environmentally Sensitive Land Ordinance) | 10 Freeway Construction & Traffic Conditions | 10 Military and Public Airports          |
| 10 Electromagnetic Fields  | 10 Crime Statistics                          | 10 Zoning/Planning/Neighborhood Services |
| 10 Superfund Sites   | 10 Sex Offenders                             | 11 Schools                               |
|  | 10 Forested Areas                            | 11 City Profile Report                   |

### SECTION 4

#### OTHER METHODS TO GETTING INFORMATION ABOUT A PROPERTY

- |                                  |                          |                                  |
|----------------------------------|--------------------------|----------------------------------|
| 11 Drive around the Neighborhood | 11 Talk to the Neighbors | 11 Investigate your Surroundings |
|----------------------------------|--------------------------|----------------------------------|

### SECTION 5

#### RESOURCES

- |                                   |   |
|-----------------------------------|---|
| 12 Market Conditions Advisory     | 12 Additional Information   |
| 12 Fair Housing & Disability Laws | 12 Information about Arizona Government, State Agencies and Arizona REALTORS® |
| 12 Wire Fraud                     |   |

### BUYER ACKNOWLEDGMENT 13

## Section 1

# COMMON DOCUMENTS A BUYER SHOULD REVIEW

The documents listed below may not be relevant in every transaction, nor is the list exhaustive. Unless otherwise stated, the real estate broker has not independently verified the information contained in these documents.

### 1 Purchase Contract

Buyers should protect themselves by taking the time to read the Arizona REALTORS® Residential Resale Real Estate Purchase Contract and understand their legal rights and obligations before they submit an offer to buy a property.

[Residential Resale Real Estate Purchase Contract](#)  
(Arizona REALTORS® Residential Resale Purchase Contract)

#### Contingency Waivers

The Purchase Contract contains numerous contingencies, including, but not limited to, the loan contingency, the inspection contingency, and the appraisal contingency. Should a buyer elect to waive any such contingencies in conjunction with their purchase offer, adverse consequences may result that place buyer at risk of losing their Earnest Money or incurring monetary damages if buyer decides not to purchase the property after their offer is accepted. Before offering to waive any contractual contingencies, buyers should weigh the risks and consult with independent legal counsel.

### 2 MLS Printout

A listing is a contractual agreement between the seller and the listing broker and may authorize the broker to submit information to the Multiple Listing Service (MLS). The MLS printout is similar to an advertisement. Neither the listing agreement nor the printout is a part of the purchase contract between the buyer and seller. The information in the MLS printout was probably secured from the seller, the builder, or a governmental agency, and could be inaccurate, incomplete or an approximation. Therefore, the buyer should verify any important information contained in the MLS.

### 3 The Subdivision Disclosure Report (Public Report)

A Subdivision Disclosure Report (Public Report) is intended to point out material information about a subdivision. Subdividers (any person who offers for sale or lease six or more lots in a subdivision or who causes land to be divided into a subdivision) are required to give buyers a Public Report. Read the Public Report before signing any contract to purchase a property in a

subdivision. Although some of the information may become outdated, subsequent buyers can also benefit from reviewing the Public Report. Public Reports dating from January 1, 1997, are available on the Arizona Department of Real Estate (ADRE) website.

<https://services.azre.gov/publicdatabase/SearchDevelopments.aspx>  
(ADRE Search Developments)

<https://azre.gov/consumers/property-buyers-checklist-home-or-land>  
(ADRE Property Buyer's Checklist)

ADRE does not verify the information in the Public Report. Therefore, the Report could be inaccurate, so it should be verified by the buyer.

### 4 Seller's Property Disclosure Statement (SPDS)

Most sellers provide a SPDS. This document poses a variety of questions for the seller to answer about the property and its condition. The real estate broker is not responsible for verifying the accuracy of the items on the SPDS; therefore, a buyer should carefully review the SPDS and verify those statements of concern.

A seller's disclosure obligation remains even if the buyer and seller agree that no Seller's Property Disclosure Statement will be provided.

<https://bit.ly/3HDnA0u> (AAR Sample SPDS)  
<http://www.azre.gov/PublicInfo/PropertyBuyerChecklist.aspx>  
(ADRE Property Buyer's Checklist)

### 5 Covenants, Conditions and Restrictions (CC&Rs)

The CC&Rs are recorded against the property and generally empower a homeowner's association to control certain aspects of property use within the development. By purchasing a property in such a development, the buyer agrees to be bound by the CC&Rs. The association, the property owners as a whole, and individual property owner can enforce the CC&Rs. It is essential that the buyer review and agree to these restrictions prior to purchasing a property.

<http://www.azre.gov/PublicInfo/PropertyBuyerChecklist.aspx>  
(ADRE Property Buyer's Checklist)

It is the law of this state that any covenants or restrictions that are based on race, religion, color, handicap status or national origin are invalid and unenforceable. A.R.S. 32-2107.01

<https://www.aaronline.com/arizona-deed-restrictions/>  
(Arizona Deed Restrictions webpage)

**ADRE ADVISES:** "Read the deed restrictions, also called CC&Rs (covenants, conditions and restrictions). You might find some of the CC&Rs are very strict." Buyers should consult legal counsel if uncertain of the application of particular provisions in the CC&Rs.

## 6 Homeowners Association (HOA) Governing Documents

In addition to CC&Rs, HOAs may be governed by Articles of Incorporation, Bylaws, Rules and Regulations, and often architectural control standards. Read and understand these documents. Also, be aware that some HOAs impose fees that must be paid when the property is sold, so ask if the purchase of the property will result in any fees. Condominium and planned community HOAs are regulated by Arizona statutes. They are not under the jurisdiction of the Department of Real Estate (ADRE). Nonetheless, the Arizona's Homeowner's Association Dispute Process is administered by the ADRE.

<http://bit.ly/2ebBSLH> (A.R.S. 33-1260);

<http://bit.ly/2e8jdM3> (A.R.S. 33-1806)

<http://bit.ly/1rCq9kd> (ADRE HOA Information)

## 7 HOA Disclosures

If purchasing a resale home in a condominium or planned community, the seller (if fewer than 50 units in the community) or the HOA (if there are 50 or more units) must provide the buyer with a disclosure containing a variety of information.

<http://bit.ly/2ebBSLH> (A.R.S.33-1260); and

<http://bit.ly/2e8jdM3> (A.R.S. 33-1806)

## 8 Community Facilities District

Community Facilities Districts (CFDs) are special taxing districts that use bonds for the purpose of financing construction, acquisition, operation and maintenance of public infrastructure that benefits the real property owners comprising the CFD members. Roadways, public sewer, utility infrastructure and public parks are examples of the types of public infrastructure paid for by CFDs. CFDs have a Governing Board that may be the City Council acting as the board or a stand-alone board. Any member of a CFD may request disclosures from this board. Questions to ask include: the amount still owed and how many more payments are left in order to pay off the CFD for the property. It is important that you review the Detailed Property Tax Statement which will show the current amount due to the CFD.

CFDs are most commonly found on the property's detailed property tax statement from the County Tax Assessor. The local municipality or county can also be a source of CFD information.

## 9 Title Report or Title Commitment

The title report or commitment contains important information and is provided to the buyer by the title/escrow company or agent. This report or commitment lists documents that are exceptions to the title insurance (Schedule B Exceptions). Schedule B Exceptions may include encumbrances, easements, and liens against the property, some of which may affect the use of the property, such as a future addition or swimming pool. Make sure you receive and review all of the listed documents. Questions about the title commitment and Schedule B documents may be answered by the title or escrow officer, legal counsel, or a surveyor.

<https://www.homeclosing101.org/> (American Land Title Association)

<https://bit.ly/34KkCaQ> (CFPB - What is title insurance?)

## 10 Loan Information and Documents

Unless a buyer is paying cash, the buyer must qualify for a loan in order to complete the purchase. A buyer should complete a loan application with a lender before making an offer on a property if at all possible and, if not, immediately after making an offer. It will be the buyer's responsibility to deposit any down payment and ensure that the buyer's lender deposits the remainder of the purchase price into escrow prior to the close of escrow date. Therefore, make sure you get all requested documentation to your lender as soon as possible.

<https://www.consumerfinance.gov/owning-a-home/>

(Buying a house: Tools & Resources for Homebuyers)

[https://www.hud.gov/topics/buying\\_a\\_home](https://www.hud.gov/topics/buying_a_home) (HUD.gov)

## 11 Home Warranty Policy

A home warranty [policy] is a service contract that typically covers the repair and/or replacement costs of home appliances and major systems such as heating, cooling, plumbing, and possibly other components of a home that fail due to normal usage and age. Coverage varies depending on the policy. Be aware that pre-existing property conditions are generally not covered. A home warranty may be part of the sale of the home. If so, buyers should thoroughly read the home warranty contract to understand coverage, limitations, exclusions, and costs associated with the policy.

## 12 Affidavit of Disclosure

If the buyer is purchasing five or fewer parcels of land (whether improved or vacant), other than subdivided land, in an unincorporated area of a county, the seller must furnish the buyer with an Affidavit of Disclosure.

<https://bit.ly/2ZLwvdX>

(AAR Sample Affidavit of Disclosure)

## 13 Lead-Based Paint Disclosure Form

If the home was built prior to 1978, the seller must provide the buyer with a lead-based paint disclosure form. Buyer is further advised to use certified contractors to perform renovation, repair or painting projects that disturb lead-based paint in residential properties built before 1978 and to follow specific work practices to prevent lead contamination.

<http://bit.ly/2O4pL4A> (AAR Sample Form)

<https://bit.ly/3uzq5Kb> (ADRE Lead Based Paint Information)

## 14 Professional Inspection Report

The importance of having a property inspected by a professional inspector cannot be over-emphasized. An inspection is visual physical examination, performed for a fee, designed to identify material defects in the property.

The inspector will generally provide the buyer with a report detailing information about the property's condition. The buyer should carefully review this report with the inspector and ask the inspector about any item of concern. Pay attention to the scope of the inspection and any portions of the property excluded from the inspection.

<https://www.homeinspector.org/ConsumerInformation>  
(ASHI Home Buyer's Guide)

## 15 County Assessors/Tax Records

The county assessor's records contain a variety of valuable information, including the assessed value of the property for tax purposes and some of the physical aspects of the property, such as the reported square footage. The date-built information in the assessor's records can be either the actual or effective/weighted age if the residence has been remodeled. All information on the site should be verified for accuracy.

Apache:

<https://bit.ly/3CVkXTu>

Coconino:

<http://bit.ly/2F9PstM>

Graham:

<http://bit.ly/2JGz2ZO>

La Paz:

<http://bit.ly/2HzhhdR>

Mohave:

<https://bit.ly/2Y8QH9g>

Pima:

<https://www.asr.pima.gov/>

Santa Cruz:

<http://bit.ly/1yRYwXl>

Yuma:

<https://bit.ly/3uO8BbW>

Cochise:

<http://bit.ly/1oUS7ok>

Gila:

<http://bit.ly/Yq3bV9>

Greenlee:

<http://bit.ly/2SCTZu6>

Maricopa:

<https://mcaessor.maricopa.gov/>

Navajo:

<http://bit.ly/1pWxgVA>

Pinal:

<http://www.pinalcountyaz.gov/Assessor/Pages/home.aspx>

Yavapai:

[Assessor's Office Home  
\(yavapaiaz.gov\)](http://Assessor'sOfficeHome(yavapaiaz.gov))

## 16 Termites and Other Wood Destroying Insects and Organisms

Termites and other wood destroying insects are commonly found in some parts of Arizona. General guidance, inspection report information and the ability to search a property for past termite treatments may be found on the Arizona Department of Agriculture website.

<https://agriculture.az.gov/pestspest-control/termites>

(AZDA-Termite Information)

<http://bit.ly/2GiGIR%20> (AZDA-Wood Destroying  
Insect Inspection Reports)

<https://tarf.azda.gov/> (AZDA-Search for Termite  
Reports)

## 17 Foreign Investment in Real Property Tax Act (FIRPTA)

Foreign Investment in Real Property Tax Act (FIRPTA) may impact the purchase of property if the legal owner(s) of the property are foreign persons or non-resident aliens pursuant to FIRPTA. If so, consult a tax advisor as mandatory withholding may apply.

<https://bit.ly/3w10GsF> (I.R.S. FIRPTA Definitions)

<https://www.irs.gov/Individuals/International-taxpayers/firpta-withholding> (I.R.S. FIRPTA Information)

<https://www.irsvideos.gov/Individual/education/FIRPTA>

(I.R.S. FIRPTA Video)

## Section 2

# COMMON PHYSICAL CONDITIONS IN THE PROPERTY A BUYER SHOULD INVESTIGATE

*Because every buyer and every property are different, the physical property conditions requiring investigation will vary.*

## 1 Repairs, Remodeling and New Construction

The seller may have made repairs or added a room to the property. The buyer should feel comfortable that the work was properly done or have an expert evaluate the work. Request copies of permits, invoices or other documentation regarding the work performed.

### USE OF LICENSED CONTRACTORS

A contractor's license is required for work performed on a property unless the aggregate contract price, including labor and material, is less than \$1,000, the work performed is of a "casual or minor nature," and no building permit is required.

An unlicensed property owner may also perform work themselves if the property is intended for occupancy solely by the owner. If, however, the property is listed or offered for sale or rent within one year of the completed work, it is considered prima facie evidence that the owner performed the work for purposes of sale or rent.

Owners of property who are acting as developers, who improve structures or appurtenances to structures on their property for the purpose of sale or rent, and who contract with a licensed general contractor must identify the licensed contractors' names and license numbers in all sales documents.

<https://roc.az.gov/before-hire> (Before you Hire a Contractor-Tips)  
<https://remodelingdoneright.nari.org/> (National Association of the Remodeling Industry)

<https://apps-secure.phoenix.gov/PDD/Search/Permits> (Phoenix Building Permit Search)

<https://www.tucsonaz.gov/Departments/Planning-Development-Services/Permits> (Tucson Building permit records)

Other cities- search Planning & Development

## 2 Square Footage

Square footage on the MLS printout or as listed by the county assessor's records is often only an estimate and generally should not be relied upon for the exact square footage. An appraiser or architect can measure the property's size to verify the square footage.

If the square footage is important, you should have it confirmed by one of these experts during the inspection period in a resale transaction and prior to executing a contract on a new home transaction.

<https://difi.az.gov/industry/RealEstateAppraisers> (Licensed Real Estate Appraisers)

## 3 Roof

If the roof is 10 years old or older, a roof inspection by a licensed roofing contractors highly recommended.

[www.azroofing.org](http://www.azroofing.org) (Arizona Roofing Contractors Association)  
<https://roc.az.gov/before-hire> (Before you Hire a Contractor)

## 4 Swimming Pools and Spas

If the property has a pool or a spa, the home inspector may Exclude the pool or spa from the general inspection so an inspection by a pool or spa company may be necessary.

<https://www.aaronline.com/2010/10/27/pool-barrier-law-contact-information/> (AAR-Pool Barrier Laws & Information)  
[36-1681 - Pool enclosures; requirements; exceptions; enforcement \(azleg.gov\)](https://azleg.gov) (A.R.S. 36-1681 Swimming Pool Enclosures)

## 5 Septic and Other On-Site Wastewater Treatment Facilities

If the home is not connected to a public sewer, it is probably served by an on-site wastewater treatment facility (conventional septic or alternative system). A qualified inspector must inspect any such facility within six months prior to transfer of ownership. For information on current inspection and transfer of ownership requirements, contact the specific county environmental/health agency where the property is located or the Arizona Department Environmental Quality (ADEQ).

<https://azdeq.gov/notice-transfer-and-inspection-onsite-wastewater> (ADEQ - AZ Statewide Inspection Program File a Notice of Transfer Online)

## 6 SEWER

Even if the listing or SPDS indicates that the property is connected to the city sewer, a plumber, home inspector, or other professional should verify it. Some counties and cities can perform this test as well.

## 7 Water/Well Issues

The property may receive water from a municipal system, a private water company, or a well. You should investigate the availability and quality of the water to the property, as well as the water provider. A list of Arizona's water companies is available at the Arizona Corporation Commission.

<https://www.azcc.gov/utilities/water>  
(Arizona Corporation Commission-Utilities Water)  
<https://new.azwater.gov/aaws/statutes-rules>  
(Assured and Adequate Water Supply)

**Adjudications:** Arizona is undertaking several Stream Adjudications, which are court proceedings to determine the extent and priority of water rights in an entire river system.

For information regarding water uses and watersheds affected by these adjudications, and the forms upon sale of the property, visit the Department of Water Resources online.

<https://new.azwater.gov/adjudications>  
Department of Water Resources – Adjudications)

**CAGRDs:** The Central Arizona Groundwater Replenishment District (CAGRD) functions to replenish groundwater used by its members, individual subdivisions and service areas of member water providers. Homeowners in a CAGRD pay an annual assessment fee which is collected through the county property tax process based the amount of ground water served to member homes.

[www.cagrd.com](http://www.cagrd.com)  
(Central Arizona Ground Water Replenishment District)

## 8 Soil Problems

The soil in some areas of Arizona has “clay-like” tendencies, sometimes referred to as “expansive soil.”

Other areas are subject to fissure, subsidence and other soil conditions. Properties built on such soils may experience significant movement causing a major problem.

If it has been disclosed that the property is subject to any such soil conditions or if the buyer has any concerns about the soil condition or observes evidence of cracking, the buyer should secure an independent assessment of the property and its structural integrity by a licensed, bonded, and insured professional engineer.

<https://azgs.arizona.edu/center-natural-hazards/problem-soils>  
(Problem Soils -UA Science AZ Geological Survey)  
<http://bit.ly/2yfvVHR>  
(Information on Land Subsidence & Earth Fissures)  
[www.btr.state.az.us](http://www.btr.state.az.us)  
(State Certified Engineers & Firms)

## 9 Previous Fire/Flood

If it is disclosed there has been a fire or flood on the property, a qualified inspector should be hired to advise you regarding any possible future problems as a result of the fire or flood damage and/or any subsequent repairs. For example, if the property was not properly cleaned after a flood, mold issues may result. Your insurance agent may be able to assist you in obtaining information regarding fire, flood, or other past damage to the property.

## 10 Pests

Cockroaches, rattlesnakes, black widow spiders, scorpions, termites and other pests are common in parts of Arizona. Fortunately, most pests can be controlled with pesticides.

**Scorpions:** Scorpions, on the other hand, may be difficult to eliminate. If buyer has any concerns or if the SPDS indicates the seller has seen scorpions or other pests on the property, seek the advice of a pest control company.

**Bed Bugs:** Infestations are on the rise in Arizona and nationally.

**Roof Rats:** Roof Rats have been reported in some areas by Maricopa County Environmental Services.

**Termites:** Consumer Information is available from the Arizona Department of Agriculture.

**Bark Beetles:** Bark beetles have been reported in some forested areas.

<https://agriculture.az.gov/pests-pest-control/household-pests/scorpions>  
(Scorpions – Information)  
<https://agriculture.az.gov/pests-pest-control/household-pests/bed-bugs>  
(Bed Bugs – Information)  
<https://agriculture.az.gov/pestspest-control/household-pests/roof-rats>  
(Roof Rats)  
<https://agriculture.az.gov/pestspest-control/termites>  
(Termite Information)  
<https://agriculture.az.gov/pestspest-control/agriculture-pests/bark-beetles>  
(Bark Beetles – Information)

## 11 Endangered & Threatened Species

Certain areas in the state may have issues related to federally listed endangered or threatened species that may affect land uses. Further information may be obtained on the U.S. Fish and Wildlife website or by contacting the appropriate planning/development service department.

[Arizona Ecological Services Field Office | U.S. Fish & Wildlife Service \(fws.gov\)](#)

(Arizona Ecological Services) (Arizona Endangered Species) \_

## 12 Death and Felonies on the Properties

Arizona law states that sellers and real estate licensees have no liability for failure to disclose to a buyer that the property was ever the site of a natural death, suicide, murder or felony.

This information is often difficult to uncover; however, the local law enforcement agency may be able to identify incidents related to a property address.

<http://bit.ly/2lo53MZ> (A.R.S. § 32-2156)

## 13 Indoor Environmental Concerns

Attention has been given to the possible health effects of mold in homes, apartments and commercial buildings. Certain types of molds may cause health problems in some people while triggering only common allergic responses in others.

Mold is often not detectable by a visual inspection. To determine if the premises you are purchasing, or leasing contains mold or airborne health hazards, you may retain an environmental expert to perform an indoor air quality test. This is particularly important if any of the inspection reports or disclosure documents indicate the existence of past or present moisture, standing water, visible water stains, or water intrusion in the Premises.

**The Arizona Department of Health Services, Office of Environmental Health, states:**

*“If you can see mold, or if there is an earthy or musty odor, you can assume you have a mold problem.”*

[Epa.gov/indoor-air-quality-iaq](http://Epa.gov/indoor-air-quality-iaq)

(EPA-Indoor Air Quality)

<https://www.epa.gov/mold>

(EPA-Mold)

<https://www.cdc.gov/mold/default.htm>

(CDC-Mold Information)

**Imported Drywall:** There have been reports of problematic drywall, produced in China, used in Arizona homes. Residents in homes with problem drywall report health issues such as respiratory irritation, and other problems such as copper corrosion and sulfur odors. Visit the Consumer Product Safety Commission website for more information.

**Radon Gas and Carbon Monoxide:** Radon gas and carbon monoxide poisoning are two of the more common and potentially serious indoor air quality (IAQ) concerns. Both of these concerns can be addressed by the home inspector, usually for an additional fee. For information on radon levels in the state, visit Arizona Radiation Regulatory Agency online.

**Drug labs:** Residual contamination arising from the illicit manufacture of methamphetamine and other drugs carried out in clandestine drug laboratories presents a serious risk of harm to human and environmental health.

**Other:** For information on other indoor environmental concerns, the EPA has a host of resource materials and pamphlets online.

[bit.ly/2kRk7jm](http://bit.ly/2kRk7jm) (Drywall Information Center)

<http://bit.ly/2GclWpM> (About Radon)

<http://bit.ly/2t1CAPq> (Carbon Monoxide Infographic)

<https://www.epa.gov/asbestos> (Asbestos Information)

<http://bit.ly/2qUZcSt> (Voluntary Guidelines-

Methamphetamine & Fentanyl Laboratory Cleanup)

[Formaldehyde | US EPA](#) (EPA Formaldehyde)

## 14 Property Boundaries

If the property boundaries are of concern, a survey may be warranted. For example, a survey may be advisable if there is an obvious use of property by others, i.e., a well-worn path across a property and/or parked cars on the property or fences or structures of adjacent property owners that appear to be built on the property. For more information, visit the Arizona Professional Land Surveyors online. A search for surveyors may be found online at the Board of Technical Registration.

[https://www.azpls.org/secure/find\\_surveyor.asp](https://www.azpls.org/secure/find_surveyor.asp)

(AZ BTR Land Surveyors)



## 15 Flood Insurance/Flood Plain Status

Your mortgage lender may require you to purchase flood insurance in connection with your purchase of the property. The National Flood Insurance Program provides for the availability of flood insurance and established flood insurance policy premiums based on the risk of flooding in the area where properties are located. Changes to the federal law (The Biggert-Waters Flood Insurance Reform Act of 2012 and the Homeowner Flood Insurance Affordability Act of 2014, in particular) will result in changes to flood insurance premiums that are likely to be higher, and in the future, may be substantially higher, than premiums paid for flood insurance prior to or at the time of sale of the property. As a result, purchasers of property should not rely on the premiums paid for flood insurance on the property previously as an indication of the premiums that will apply after completion of the purchase. In considering purchase of the property, you should consult with one or more carriers of flood insurance for a better understanding of flood insurance coverage, current and anticipated future flood insurance premiums, whether the prior owner's policy may be assumed by a subsequent purchase of the property, and other matters related to the purchase of flood insurance for the property. If community floodplain information is not available for a specific property, and in order to obtain flood insurance, it may be necessary to have an elevation survey and obtain an elevation certificate. This is necessary to determine a properties insurability and premium rate. You may also wish to contact the Federal Emergency Management Agency (FEMA) for

more information about flood insurance as it relates to the property.

[National Flood Insurance Program](#) (FEMA)

<https://www.realtor.com/flood-risk/> (Flood Risk Information)

<https://www.floodsmart.gov/flood-map-zone/elevation-certificate> (Elevation Certificates: Who Needs Them and Why - fact sheet)

<http://azgs.arizona.edu/center-natural-hazards/floods> (Flooding in Arizona)

<https://www.fcd.maricopa.gov/5308/Flood-Control-District> (Maricopa County Flood Control District-Services)

**Other Arizona Counties:** Consult County Websites.

## 16 Insurance (Claims History)

Many factors affect the availability and cost of homeowner's insurance. Property owners may request a five-year claims history from their insurance company, an insurance support organization or consumer reporting agency.

[Consumer Resources \(naic.org\)](#) (Helping You Navigate Insurance and Make Better Informed Decisions)

## 17 Other Property Conditions

**Plumbing:** Check functionality.

**Cooling/Heating:** Make sure the cooling and heating systems are adequate. If it is important to you, hire a qualified heating/cooling inspector.

<https://www.epa.gov/ods-phaseout> (Phaseout of Ozone-Depleting Substances -ODS)

**Electrical Systems:** Check for functionality and safety.

## Section 3

# CONDITIONS AFFECTING THE AREA SURROUNDING THE PROPERTY THE BUYER SHOULD INVESTIGATE

*Every property is unique; therefore, important conditions vary.*

## Environmental Concerns

It is often very difficult to identify environmental hazards. The Arizona Department of Environmental Quality (ADEQ) website contains environmental information regarding the locations of open and closed landfills (Solid Waste Facilities), wildfire information, as well as air and water quality

information, as well as air and water quality information (and more).

<https://azdeq.gov/landfills> (ADEQ-Landfills)

<https://www.azdeq.gov/solidwaste> (ADEQ-Solid Waste Facilities)

<https://www.azdeq.gov/wildfire-support> (Wildfire Support)

## 1 Environmentally Sensitive Land Ordinance

Approximately two-thirds of the City of Scottsdale is affected by the Environmentally Sensitive Land Ordinance (ESLO), which requires some areas on private property be retained in their natural state and designated as National Area OpenSpace(NAOS).

<https://www.scottsdaleaz.gov/codes/eslo>  
(ELS and NAOS)

## 2 Electric and Magnetic Fields (EMFs)

For information on electric and magnetic fields, and whether they pose a health risk to you or your family, visit the National Institute of Environmental Health Sciences website.

<https://www.niehs.nih.gov/health/topics/agents/emf/index.cfm>  
(National Institute of Environmental Health Sciences)

## 3 Superfund Sites

There are numerous sites in Arizona where the soil and groundwater have been contaminated by improper disposal of contaminants. Maps may be viewed on ADEQ's website to see if a property is in an area designated by the ADEQ as requiring cleanup.

<https://azdeq.gov/superfund-sites> (AZ ADEQ-Superfund Sites)  
<https://www.epa.gov/superfund> (EPA Superfund)

## 4 Freeway Construction and Traffic Conditions

Although the existence of a freeway near the property may provide highly desirable access, sometimes it contributes to undesirable noise. To search for roadway construction and planning, visit the Arizona Department of Transportation (ADOT) website.

<https://azdot.gov/projects> (ADOT Statewide Projects)  
<https://az511.com> (ADOT Road Conditions)

## 5 Crime Statistics

Crime statistics, an imperfect measurement at best, provide some indication of the level of criminal activity in an area.

<https://communitycrimemap.com/> (Crime Statistics - All Arizona Cities)

## 6 Sex Offenders

Since June 1996, Arizona has maintained a registry and community notification program for convicted sex offenders. Prior to June 1996, registration was not required, and only the higher-risk sex offenders are on the website. The presence of a sex offender in the vicinity of the property is not a fact that the seller or real estate broker is required to disclose.

<https://www.azdps.gov/services/public/offender>

(Registered Sex Offender and Community Notification)

<https://www.nsopw.gov/>

(National Sex Offender Public Site)

## 7 Forested Areas

Life in a forested area has unique benefits and concerns. As with other natural disasters that affect the United States in any given year including flooding, tornados, hurricanes and earthquakes, having information regarding wildfire risk will be crucial for Buyers here in the Southwest. To get the most up to date information on the community you are seeking to purchase in, search by city name, zip code and/or contact county/city fire authority for more information on issues particular to a community.

[www.wildfirerisk.org](http://www.wildfirerisk.org)

(Search - Community Wildfire Risk)

<https://dfm.az.gov/fire/prevention/firewise>

(Arizona Fire Wise Communities)

<https://www.nfpa.org/Public-Education/By-topic/Wildfire/Firewise-USA>

(Public Education/Fire Wise USA)

## 8 Military and Public Airports

The legislature has mandated the identification of areas in the immediate vicinity of military and public airports that are susceptible to a certain level of noise from aircraft. The boundaries of these areas have been plotted on maps that are useful in determining if a property falls within one of these areas. The maps for military and public airports may be accessed on the Arizona Department of Real Estate (ADRE) website. Additionally, the boundaries of military and public airports in Maricopa County may be viewed on the county website. These maps are intended to show the area subject to a preponderance of airport-related noise from a given airport. Periodic over-flights that may contribute to noise cannot usually be determined from these maps.

Vacant land or lots may be for sale within areas of high noise or accident potential zones. Because the zoning of these lots may conflict with the buyer's ability to develop the property, the buyer should verify whether development is prohibited Zoning regulations for these areas, may be found at A.R.S. §28-8481.

<https://azre.gov/military-airports>

(ADRE - Maps of Military Airports Boundaries)

<http://azre.gov/public-airports>

(ADRE - Maps of Public Airports & Boundaries)

<https://www.skyharbor.com/FlightPaths>

(Phoenix Skyharbor Airport - General Information)

## 9 Zoning/Planning/Neighborhood Services

Information may be found on community websites.

<http://phoenix.gov/business/zoning> (Phoenix)

[https://www.tucsonaz.gov/Departments/Planning-](https://www.tucsonaz.gov/Departments/Planning-Development-Services)

[Development-Services](https://www.tucsonaz.gov/Departments/Planning-Development-Services) (Tucson)

## 10 Schools

Although there is no substitute for an on-site visit to the school to talk with principals and teachers, there is a significant amount of information about Arizona's schools on the Internet.

Visit the Arizona Department of Education website for more information.

<https://www.azed.gov/> (Arizona Department of Education)

## ADRE ADVISES:

*"Call the school district serving the subdivision to determine whether nearby schools' area accepting new students. Some school districts, especially in the northwest of the greater Phoenix area, have placed a cap on enrolment. You may find that your children cannot attend the school nearest you and may even be transported to another community."*

<https://azre.gov/consumers/property-buyers-checklist-home-or-land>

(ADRE)

## 11 City Profile Report

Information on demographics, finances and other factors are drawn from an array of sources, such as U.S. Census Bureau of Labor, Internal Revenue Service, Federal Bureau of Investigation, and the National Oceanic and Atmospheric Administration and may be viewed on Homefair's Website.

<https://www.moving.com/real-estate/city-profile/>

(Find City Stats & Information)

## Section 4

# OTHER METHODS OF GETTING INFORMATION ABOUT A PROPERTY

### Drive Around the Neighborhood

Buyers should always drive around the neighborhood, preferably on different days at several different times of the day and evening, to investigate the surrounding area.

### Talk to the Neighbors

Neighbors can provide a wealth of information. Buyer should always talk to the surrounding residents about the neighborhood and the history of the property the buyer is considering for purchase.

### Investigate Your Surroundings

Google Earth is an additional method to investigate the surrounding area: [Google Earth](https://www.google.com/earth/)

## Section 5

# RESOURCES

### Market Conditions Advisory

The real estate market is cyclical and real estate values go up and down. The financial market also changes, affecting the terms on which a lender will agree to loan money on real property. It is impossible to accurately predict what the real estate or financial market conditions will be at any given time.

The ultimate decision on the price a buyer is willing to pay and the price a seller is willing to accept for a specific property rest solely with the individual buyer or seller. The parties to a real estate transaction must decide on what price and terms they are willing to buy or sell considering market conditions, their own financial resources and their own unique circumstances.

The parties must, upon careful deliberation, decide how much risk they are willing to assume in a transaction. Any waiver of contingencies, rights or warranties in the Contract may have adverse consequences. Buyer and seller acknowledge that they understand these risks.

Buyer and Seller assume all responsibility should the return on investment, tax consequences, credit effects, or financing terms not meet their expectations. The parties understand and agree that the Broker(s) do not provide advice on property as an investment. Broker(s) are not qualified to provide financial, legal, or tax advice regarding a real estate transaction. Therefore, Broker(s) makes no representation regarding the above items. Buyer and seller are advised to obtain professional tax and legal advice regarding the advisability of entering into this transaction.

[Market Conditions Advisory](#) (Arizona REALTORS® – Sample Forms)

### Fair Housing and Disability Laws

It is illegal under the Fair Housing Act and Arizona Fair Housing laws for a property owner/seller, landlord, property manager or real estate professional to discriminate in the sale, rental, and financing of housing and in other housing-related activities against another person based on certain protected characteristics.

The National Association of REALTORS® Code of Ethics also prohibits discrimination or aiding in discrimination. It is unlawful to discriminate on the basis of race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, and disability.

<https://www.aaronline.com/manage-risk/other-advisories/>

(Arizona REALTORS® Fair Housing Advisory)

[Fair Housing Rights and Obligation](#) (HUD.gov)

<http://www.ada.gov/pubs/ada.htm> (Americans with Disabilities Act)

### Wire Fraud

Beware of wiring instructions sent via email. Cyber criminals may hack email accounts and send emails with fake wiring instructions. You should independently confirm wiring instructions in person or via a telephone call to a trusted and verified phone number prior to wiring any money.

<https://www.aaronline.com/manage-risk/other-advisories/>

(Arizona REALTORS® Wire Fraud Advisory)

[Mortgage Closing Scams](#) (CFPB-How to Protect Yourself)

### Additional Information

NATIONAL ASSOCIATION OF REALTORS® (NAR)

<https://www.nar.realtor/>

Ten Step Guide to Buying a Home (Realtor.com)

<http://bit.ly/3pQqXX7>

Home Closing 101

[www.homeclosing101.org](http://www.homeclosing101.org)

### Information about Arizona Government, State Agencies and Arizona REALTORS®

Arizona Department of Real Estate Consumer Information

[www.azre.gov/InfoFor/Consumers.aspx](http://www.azre.gov/InfoFor/Consumers.aspx)

Arizona Association of REALTORS®

[www.aaronline.com](http://www.aaronline.com)

## BUYER ACKNOWLEDGMENT

### Buyer acknowledges receipt of all 13 pages of this Advisory.

Buyer further acknowledges that there may be other disclosure issues of concern not listed in this Advisory. Buyer is responsible for making all necessary inquiries and consulting the appropriate persons or entities prior to the purchase of any property.

The information in this Advisory is provided with the understanding that it is not intended as legal or other professional services or advice. These materials have been prepared for general informational purposes only. The information and links contained herein may not be updated or revised for accuracy. If you have any additional questions or need advice, please contact your own lawyer or other professional representative.

\_\_\_\_\_  
^BUYER SIGNATURE DATE

\_\_\_\_\_  
^BUYER SIGNATURE DATE



# RESIDENTIAL LISTING CONTRACT EXCLUSIVE RIGHT TO SELL/RENT

Document updated:  
August 2024



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



## 1. PARTIES

- 1. OWNER/SELLER: \_\_\_\_\_
- 2. \_\_\_\_\_ ( "Owner" )
- 3. BROKER: \_\_\_\_\_ acting through \_\_\_\_\_
- 4. \_\_\_\_\_, \_\_\_\_\_ ( "Listing Broker" )

## 2. PROPERTY

- 5. Premises: Owner agrees to sell or rent the real property with all improvements, fixtures, and appurtenances
- 6. thereon or incidental thereto, plus the personal property described herein (collectively the "Premises").
- 7. Premises Address: \_\_\_\_\_ Assessor's #: \_\_\_\_\_
- 8. City: \_\_\_\_\_ County: \_\_\_\_\_ AZ, Zip Code: \_\_\_\_\_
- 9. Legal Description: \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_

## 3. LISTING PRICE AND TERMS

- 14. Agreement: This Residential Listing Contract - Exclusive Right to Sell/Rent ("Agreement") is between Owner and Listing
- 15. Broker. In consideration of Listing Broker's agreement to find a ready, willing, and able buyer or tenant, Owner gives
- 16. Listing Broker the exclusive and irrevocable right to:  Sell  Rent  Sell and Rent the Premises described above.
- 17. Owner acknowledges that signing more than one Exclusive Agency or other form of listing contract for the same Term
- 18. could expose the Owner to liability for additional compensation.
- 19. Price: The listing price shall be: Sale \$ \_\_\_\_\_ and Rent \$ \_\_\_\_\_ per month, plus (in the case of a rental) all
- 20. applicable lease or rental (transaction privilege) taxes or such other price and terms as are accepted by Owner.
- 21. Term: This Agreement shall commence on \_\_\_\_\_ and shall expire at 11:59 p.m. Mountain Standard Time on
- 22. \_\_\_\_\_ ("Expiration Date"). Upon full execution of a contract for sale or lease of the Premises, all rights and obligations
- 23. of this Agreement will automatically extend through the date of the actual closing of the sale or lease agreement.
- 24. Capacity: Owner or any party that Owner designates to act on their behalf warrants that they have the legal capacity,
- 25. full power and authority to enter into this Agreement, deliver marketable title to the Premises, and consummate the
- 26. transaction contemplated hereby.
- 27. Modification: This Agreement may be modified only in writing signed by Owner and Listing Broker.
- 28. Equal Housing Opportunity: Listing Broker and Owner shall comply with all federal, state and local fair housing
- 29. laws and regulations, including, but not limited to, non-discrimination based on race, color, religion, sex, handicap,
- 30. familial status, national origin, sexual orientation, or gender identity.

>>

Initials>

OWNER	OWNER

**Residential Listing Contract - Exclusive Right to Sell/Rent >>****4. COMPENSATION**

31. LISTING BROKER COMPENSATION IS NOT SET BY LAW, NOR BY ANY BOARD, ASSOCIATION OF REALTORS®,  
 32. MULTIPLE LISTING SERVICE OR IN ANY MANNER OTHER THAN AS FULLY NEGOTIATED BETWEEN LISTING  
 33. BROKER AND OWNER IN THIS AGREEMENT. SHOULD THE OWNER CHOOSE TO OFFER COMPENSATION TO A  
 34. BUYER BROKER OR TENANT BROKER, THE OFFERED AMOUNT IS ALSO FULLY NEGOTIABLE AND AGREED  
 35. UPON AFTER DISCUSSION WITH THE LISTING BROKER.

36. (OWNER'S INITIALS REQUIRED) \_\_\_\_\_

37. All funds are to be in U.S. currency.

38. Owner agrees to compensate Listing Broker and other broker, if any, as follows:

39. (Check if applicable)  **Retainer:** Owner agrees to pay Listing Broker a non-refundable retainer fee in the amount of  
 40. \$\_\_\_\_\_, within five (5) days or \_\_\_\_\_ days of execution of this Agreement, which is earned when paid, for  
 41. initial consultation, research and other services. This fee  shall  shall not be credited against the Listing Broker  
 42. compensation.

43. **Listing Broker Compensation:** If Listing Broker produces a ready, willing and able buyer or tenant in accordance  
 44. with this Agreement, or if a sale or rental of the Premises is made by Owner or through any other broker, or otherwise,  
 45. during the Term of this Agreement, Owner agrees to pay Listing Broker compensation of:

46.  **Sale:** \_\_\_\_\_% of the full purchase price OR \$\_\_\_\_\_.

47. **Additional Listing Broker Compensation:**

48. **Unrepresented Buyer:**  Owner agrees to pay Listing Broker additional compensation of \_\_\_\_\_% of the full  
 49. purchase price OR \$\_\_\_\_\_ if the buyer of the Premises is not represented by a buyer broker.

50. **Buyer Broker:**  Owner authorizes Listing Broker to communicate an offer of compensation to a prospective buyer  
 51. broker in the amount of \_\_\_\_\_% of the full purchase price OR \$\_\_\_\_\_ ("Offer Amount").

52. Owner's authorization includes consent for the Listing Broker to enter into an agreement with a prospective buyer  
 53. broker to compensate the broker if they represent the buyer of the Premises. In such circumstances, Owner shall  
 54. provide Listing Broker the funds necessary to pay the agreed upon buyer broker compensation, not to exceed the  
 55. Offer Amount. Owner shall also pay Listing Broker the Offer Amount as additional compensation if any agent of Listing  
 56. Broker represents the buyer of the Premises.

57. Owner acknowledges that buyer broker represents the interest of the buyer(s), and not the interest of Owner, in a  
 58. transaction unless the agent(s) of Listing Broker represent both Owner and buyer under Limited Representation as  
 59. described in Section 6. Owner also acknowledges that the buyer broker may credit part, or all, of their compensation  
 60. to the buyer.

61.  **Rental:** \_\_\_\_\_% of the gross rental amount as calculated for the entire term of the initial lease, OR \$\_\_\_\_\_,  
 62. upon execution of lease agreement.

63. **Additional Listing Broker Compensation:**

64. **Unrepresented Tenant:**  Owner agrees to pay Listing Broker additional compensation of \_\_\_\_\_% of the  
 65. gross rental amount as calculated for the entire term of the initial lease OR \$\_\_\_\_\_ if the tenant of the Premises  
 66. is not represented by a tenant broker.

67. **Tenant Broker:**  Owner authorizes Listing Broker to communicate an offer of compensation to a prospective tenant  
 68. broker in the amount of \_\_\_\_\_% of the gross rental amount as calculated for the entire term of the initial lease  
 69. OR \$\_\_\_\_\_ ("Offer Amount").

70. Owner's authorization includes consent for the Listing Broker to enter into an agreement with a prospective tenant broker  
 71. to compensate the broker if they represent a tenant who leases the Premises. In such circumstances, Owner shall provide  
 72. Listing Broker the funds necessary to pay the agreed upon tenant broker compensation, not to exceed the Offer Amount.  
 73. Owner shall also pay Listing Broker the Offer Amount as additional compensation if any agent of Listing Broker represents  
 74. the tenant who leases the Premises.

&gt;&gt;

**Residential Listing Contract - Exclusive Right to Sell/Rent >>**

75. Owner acknowledges that tenant broker represents the interest of the tenant(s), and not the interest of Owner, in a transaction  
 76. unless the agent(s) of Listing Broker represent both Owner and tenant under Limited Representation as described in Section  
 77. 6. Owner also acknowledges that tenant broker may credit part, or all, of their compensation to the tenant.

78. **Rental Renewal or Extension:** Regardless of whether this Agreement has expired, Owner agrees to pay Listing Broker  
 79. compensation of \_\_\_\_\_% of the gross rental amount **OR** \$\_\_\_\_\_ within (five) 5-days of rental renewal or  
 80. extension.

81. **Purchase by Tenant:** If during the terms of any rental of the Premises, including any renewals or holdovers, or within  
 82. days after the rental's termination, any tenant, or his heirs, executors, or assigns shall buy the Premises from Owner, the  
 83. sale compensation described in Section 4 shall be deemed earned by and payable to Listing Broker.

84. **Broker (dispute):** In the event a dispute arises between Listing Broker and any other broker(s) regarding payment of  
 85. compensation, Owner shall not revoke or seek to amend compensation previously offered. Any compensation dispute  
 86. between Brokers shall be resolved after the close of escrow in accordance with the REALTORS® Dispute Resolution  
 87. System, or as otherwise agreed.

88. **Withdrawn/Cancelled Listings:** The same amount of sale or rental compensation shall be due and payable to Listing  
 89. Broker if, without the consent of Listing Broker, the Premises is withdrawn from this Agreement, otherwise withdrawn  
 90. from sale or rental, or is rented, transferred, or conveyed by Owner through any other broker or otherwise.

91. **Payment from Escrow or Rent:** Owner instructs the escrow company, if any, to pay all such compensation to Listing  
 92. Broker by check, wire transfer, or certified funds as a condition to closing or upon cancellation of the escrow, and  
 93. irrevocably assigns to Listing Broker, to the extent necessary, money payable to Owner at the closing or cancellation  
 94. of escrow. Listing Broker is authorized to deduct compensation owed to Listing Broker from any rent or other monies  
 95. received by Listing Broker on Owner's behalf.

96. **After Expiration:** After the expiration of this Agreement, the same compensation, as appropriate, shall be payable  
 97. if a sale or rental is made by Owner to any person to whom the Premises has been shown or with whom Owner or  
 98. any broker has negotiated concerning the Premises during the term of this Agreement: (i) within \_\_\_\_\_ days after the  
 99. expiration of this Agreement, unless the Premises has been listed on an exclusive basis with another broker; (ii) during  
 100. the pendency, including the closing, of any purchase contract or escrow relating to the Premises that was executed or  
 101. opened during the term of this Agreement; or (iii) as contemplated by Section 4.

102. **Failure to Complete:** If completion of a sale or rental is prevented by default of Owner, or with the consent of Owner,  
 103. the entire sale or rental compensation, as appropriate, shall be paid to Listing Broker by Owner. If any earnest deposit is  
 104. forfeited for any other reason, Owner shall pay a brokerage fee equal to the lesser of one-half of the earnest deposit or  
 105. the full amount of the compensation.

106. **Construction:** To the maximum extent permitted by applicable law, this Agreement shall be construed as limiting  
 107. applicable provisions of law relating to when compensation is earned or payable. In the event of any express  
 108. disagreement between any provision of this Agreement and the requirements of applicable law, the applicable provision of  
 109. this Agreement shall be deemed as modified to the minimum extent necessary to ensure compliance with applicable law.

**5. FIXTURES & PERSONAL PROPERTY**

110. **Fixtures and Personal Property:** For purposes of this Agreement, fixtures shall mean property attached/affixed to the  
 111. Premises. Owner agrees that all existing: fixtures on the Premises, personal property specified herein, and means to  
 112. operate fixtures and property (i.e., remote controls) shall convey in this sale or rental. Including the following:

- |  |   |   |
|--|---|---|
| 113. • built-in appliances, ceiling fans and | • media antennas/satellite dishes (affixed)   | • storm windows and doors               |
| 114. • remotes                               | • outdoor fountains and lighting              | • stoves: gas-log, pellet, wood-burning |
| 115. • central vacuum, hose, and attachments | • outdoor landscaping (i.e., shrubbery, trees | • timers (affixed)                      |
| 116. • draperies and other window coverings  | and unpotted plants)                          | • towel, curtain and drapery rods       |
| 117. • fireplace equipment (affixed)         | • shutters and awnings                        | • wall mounted TV brackets and hardware |
| 118. • floor coverings (affixed)             | • smart home devices, access to which         | (excluding TVs)                         |
| 119. • free-standing range/oven              | shall be transferred (i.e., video doorbell,   | • water-misting systems                 |
| 120. • garage door openers and remotes       | automated thermostat)                         | • window and door screens, sun shades   |
| 121. • light fixtures                        | • speakers (flush-mounted)                    |   |
| 122. • mailbox                               | • storage sheds                               |   |

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**Residential Listing Contract - Exclusive Right to Sell/Rent >>**

123. If owned by Owner, the following items also are included in this sale or rental:

- 124. • affixed alternate power systems serving the Premises (i.e., solar)
- 125. • security and/or fire systems and/or alarms
- 126. • in-ground pool and spa/hot tub equipment and covers
- 127. (including any mechanical or other cleaning systems)
- water purification systems
- water softeners

128. **Additional Existing Personal Property Which may be Included in this Sale (if checked):**

- 129.  refrigerator(s) (description): \_\_\_\_\_
- 130.  washer(s) (description): \_\_\_\_\_
- 131.  dryer(s) (description): \_\_\_\_\_
- 132.  above-ground spa/hot tub including equipment, covers, and any mechanical or other cleaning systems (description): \_\_\_\_\_
- 133. \_\_\_\_\_
- 134.  other: \_\_\_\_\_

135. Additional items of personal property which may be included in the sale or rental: \_\_\_\_\_  
136. \_\_\_\_\_

137. **Leased or Not Owned Items:** The following items are leased or not owned by Owner (if checked):

- 138.  solar system       alarm system       propane tank       water softener

139. Other leased or lien items not included in the sale or rental: \_\_\_\_\_

140. \_\_\_\_\_  
141. \_\_\_\_\_

142. Fixtures not included in the sale or rental: \_\_\_\_\_  
143. \_\_\_\_\_

**6. AGENCY**

144. **Owner Representation:** Listing Broker shall represent Owner in any resulting transaction during the term of this Agreement, except as specified in Section 4. Unless otherwise agreed, Listing Broker acts as Owner's agent only and has the duties of loyalty, obedience, disclosure, confidentiality, and accounting (Fiduciary Duties) as well as other duties imposed by the Arizona Department of Real Estate. Owner acknowledges that Listing Broker may show prospective buyers the Premises and this shall not constitute a conflict of interest.

149. **Conduct of Brokers:** Regardless of whom they represent, all brokers have the obligation to: (i) treat all parties to a transaction fairly; (ii) disclose, in writing, all facts known to the licensee that may materially and adversely affect the consideration to be paid for the Premises; and (iii) disclose that Owner or buyer(s) may be unable to perform. REALTORS® are further obligated by the National Association of REALTORS® Code of Ethics to treat all parties honestly.

154. **Limited Representation:** A limited agency may occur when Listing Broker procures a buyer(s) for the Premises. In this situation, the same real estate company may represent the Owner's interest and the buyer's interest but not to the detriment of the other party. Listing Broker can legally represent both parties with the knowledge and prior written consent of both parties.

158. **What Listing Broker Cannot Disclose to Clients Under Limited Representation:** (i) confidential information the Listing Broker may know about a client, without the client's express consent; (ii) the price or terms the Owner will take other than the Price without permission of the Owner; (iii) the price or terms the buyer(s) is willing to pay without permission of the buyer(s); (iv) a recommended or suggested price or terms the buyer(s) should offer; and (v) a recommended or suggested price or terms the Owner should counter with or accept.

163. **Competing Owners:** Owner understands that Listing Broker may have or obtain listings on other properties, and that potential buyer(s) may consider, make offers on, or purchase through Listing Broker, property the same as or similar to Owner's Premises. Owner consents to Listing Broker's representation of Owners and buyer(s) of other properties before, during, and upon expiration of this Agreement.

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**Residential Listing Contract - Exclusive Right to Sell/Rent >>****7. BROKER AUTHORITY**

167. **Listing Broker's Role:** Listing Broker is not responsible for the custody or condition of the Premises or its  
168. management (except under separate contract), upkeep, or repair.
169. **Advertising:** Owner agrees not to advertise or market the Premises in any manner without the prior written permission of Broker.
170. **Multiple Listing Service (MLS):** Listing Broker is authorized to provide any and all information regarding the Premises to  
171. any MLS of which Listing Broker is a participant and to publish and disseminate such information in print or electronic form  
172. to MLS participants and the general public, including dissemination of the information through Internet Data Exchanges  
173. (IDX) and Virtual Office Websites (VOWs). Listing Broker is authorized to report the sale or rental of the Premises and its  
174. price, terms and financing for dissemination through the MLS to MLS participants and the general public.
175. All terms of the transaction, including sale price and financing, if applicable, (i) will be provided to the MLS(s); and  
176. (ii) may be provided to the MLS even if the Premises is not listed with the MLS(s).
177. **Signs:** Listing Broker  **IS**  **IS NOT** allowed to place Listing Broker's "For Sale" sign or "For Rent" sign in  
178. conjunction with any customary sign rider on the Premises, and in the event of a sale, a "Sold" or "Pending" sign, or  
179. lease, a "Rented" sign (at Listing Broker's discretion) on the Premises. Seller acknowledges that any public marketing  
180. of the Premises will require submission to the MLS within one business day.
181. **Photos/Video:** Owner  **DOES**  **DOES NOT** authorize Listing Broker to place photos, video images/virtual tours of  
182. the Premises on the internet and other media, electronic and on-line media platforms. If authorized by Owner to do so,  
183. such marketing will be performed at the sole discretion of Listing Broker. Owner is cautioned to protect items in view.
184. Owner acknowledges that once images are placed on the internet, neither Listing Broker nor Owner has control  
185. over who can view such images and what use viewers may make of the images, or how long such images may  
186. remain available on the internet. Owner further assigns any rights, if owned, in all images to the Listing Broker  
187. and agrees that such images are the property of Listing Broker and that Listing Broker may use such images for  
188. advertising, including post sale and for Listing Broker's business in the future.
189. **Lockbox/Keysafe:** Listing Broker  **IS**  **IS NOT** authorized to install a lockbox/keysafe. A lockbox/keysafe is  
190. designed to hold a key to the Premises to permit access to the Premises by Listing Broker, cooperating brokers, MLS  
191. participants, their authorized licensees and representatives, authorized inspectors, and prospective buyers. Listing  
192. Broker, cooperating brokers, MLS and Associations/Boards of REALTORS® are not insurers against injury, theft,  
193. loss, vandalism or damage attributed to the use of a lockbox/keysafe. If Premises is rented, Owner must comply with  
194. providing proper notice to tenant(s) pursuant to Arizona law.
195. **Offers:** Listing Broker  **IS**  **IS NOT** authorized to disclose the existence of offers, which includes the sales price  
196. and terms of sale or rent price and terms of lease, on the Premises.
197. **Subsequent Purchase or Lease Offers:** Listing Broker acknowledges that Owner has the right to accept subsequent  
198. offers until the close of escrow in the case of a sale or until occupancy by a tenant in the case of a rental. Owner  
199. understands that any subsequent offers accepted by Owner must be backup offers, namely, contingent on the  
200. cancellation or other nullification of any contracts arising from the acceptance of earlier offers.
201. (Check if applicable)  **Accept backup offers**  **Withhold verbal offers**  **Withhold all offers** once Owner  
202. accepts a purchase contract or lease agreement for the Premises.
203. Listing Broker will change or maintain the correct MLS Listing status in accordance with the MLS Rules and  
204. Regulations and any associated policies.
205. **Cancellation:** Listing Broker reserves the right to cancel this Agreement unilaterally for cause, which shall include,  
206. but is not limited to, Listing Broker's good faith belief that any service requested of Listing Broker or any action  
207. undertaken by anyone other than Listing Broker is (or could be determined to be) in violation of any applicable law.

**8. OWNER OBLIGATION**

208. **Premises Access:** Owner shall provide access to the Premises at reasonable times and upon reasonable notice to  
209. allow for showing the Premises to prospective buyers and cooperating brokers.

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**Residential Listing Contract - Exclusive Right to Sell/Rent >>**

210. **Security, Insurance, Showings, Audio and Video:** Broker(s) is not responsible for loss of or damage to personal  
211. or real property or person, whether attributable to use of a keysafe/lockbox, a showing of the Premises, or otherwise.  
212. Third parties, including, but not limited to, appraisers, inspectors, brokers and prospective buyers, may have access to,  
213. and take videos and photographs of the interior of the Premises. Owner agrees to: (i) take reasonable precautions to  
214. safeguard and protect valuables that might be accessible during showings of the Premises; and (ii) obtain insurance to  
215. protect against these risks. Broker does not maintain insurance for the Owner's benefit. Persons visiting the Premises  
216. may not be aware that they could be recorded by audio or visual devices installed by Owner (such as "nanny cams"  
217. and hidden security cameras).

218. Owner is advised to post notice disclosing the existence of security devices on the Premises, if any.

219. **Adverse Information:** Owner has disclosed to Listing Broker all material latent defects and information concerning  
220. the Premises known to Owner, including all material information relating to: (i) connection to a public sewer system,  
221. septic tank or other sanitation system; (ii) the existence of any tax, judgment or other type of lien; (iii) past or present  
222. infestation by or treatment for wood-destroying pests or organisms; and (iv) past or present repair of the Premises  
223. for damage resulting from wood destroying pests or organisms. During the term of this Agreement, Owner agrees  
224. to continue disclosing to Listing Broker all additional information of the type required by the preceding sentence  
225. promptly after Owner becomes aware of any such information by updating the Seller's Property Disclosure Statement,  
226. Residential Lease Owner's Property Disclosure Statement or other written notice.

227. **Disclosures:** Owner shall provide Listing Broker with accurate information about the Premises. Owner acknowledges  
228. that Arizona law requires Owner to disclose material (important) facts about the Premises, even if Owner is not asked  
229. by the buyer(s) or a real estate agent. Owner agrees to provide the following disclosures, if applicable:

230. **1. Affidavit of Disclosure:** If the Premises is located in an unincorporated area of the county, and five (5) or fewer  
231. parcels of property other than subdivided property are being transferred, Owner shall deliver a completed Affidavit of  
232. Disclosure in the form required by law to buyer within five (5) days after purchase contract acceptance.

233. **2. Disclosure of Lead-Based Paint and Lead-Based Paint Hazards (Sale or Rental):** If the Premises structure was  
234. built before 1978, federal law requires that Owner provide the buyer or tenant with a lead-based paint disclosure form.

235. **3. Domestic Water Well Addendum Seller's Property Disclosure Statement:** If the Premises is served by a  
236. domestic water well, Owner shall deliver a completed Domestic Water Well Addendum to buyer within three (3) days  
237. of contract acceptance.

238. **4. Foreign Investment in Real Property Tax Act certificate:** The Foreign Investment in Real Property Tax Act ("FIRPTA")  
239. is applicable if Owner is a non-resident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign  
240. estate ("Foreign Person"). Owner agrees to complete, sign, and deliver to Escrow Company a certificate indicating  
241. whether Owner is a Foreign Person. FIRPTA requires that a foreign seller may have federal income taxes up to 15% of  
242. the purchase price withheld, unless an exception applies. Owner is responsible for obtaining independent legal and tax  
243. advice.

244. **5. H.O.A. Condominium / Planned Community Addendum:** If the Premises is in a residential HOA/Condominium or  
245. Planned Unit Development, Owner shall complete and return to Listing Broker page 1 of the HOA Addendum.

246. **6. Insurance Claims History:** Owner shall deliver to buyer a written five (5) year insurance claims history regarding  
247. the Premises (or a claims history for the length of time Owner has owned the Premises if less than five (5) years) from  
248. Owner's insurance company or an insurance support organization or consumer reporting agency, or if unavailable  
249. from these sources, from Owner, within five (5) days after purchase contract acceptance.

250. **7. Residential Lease Agreement (Lease):** If the Premises is to be sold while subject to a Lease, Owner shall provide a  
251. copy of the Lease to the Listing Broker.

252. **8. Residential Lease Owner's Property Disclosure Statement (RLOPDS):** The RLOPDS is designed to protect the  
253. Owner by disclosing pertinent information regarding the Premises.

254. **9. Seller's Property Disclosure Statement (SPDS):** The SPDS is designed to protect the Owner by disclosing  
255. pertinent information regarding the Premises. Owner shall complete and return the SPDS to Listing Broker.

256. **10. Solar Addendum:** If a solar photovoltaic panel system ("Solar System") has been installed on the Premises that is  
257. subject to a lease or unpaid loan, Owner shall complete and return the Solar Addendum to Listing Broker.

258. **Recommendations:** If Listing Broker recommends a builder, contractor, escrow company, title company, pest control  
259. service, appraiser, lender, home inspection company or home warranty company or any other person or entity to

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OWNER	OWNER

**Residential Listing Contract - Exclusive Right to Sell/Rent >>**

260. Owner for any purpose, such recommendations shall be independently investigated and evaluated by Owner, who  
261. hereby acknowledges that any decision to enter into any contractual arrangement with any such person or entity  
262. recommended by Listing Broker will be based solely upon such independent investigation and evaluation. Owner  
263. understands that said contractual arrangement may result in Compensation or fee to Listing Broker. Owner agrees it  
264. will not allow mechanic's liens to be recorded against the Premises during the term of this Agreement or at any time  
266. prior to close of escrow.

267. **Indemnification:** Owner hereby expressly releases, holds harmless and indemnifies Listing Broker, all Boards  
268. or Associations of REALTORS<sup>®</sup>, MLS, and all other brokers from any and all liability and responsibility regarding  
269. damage or loss arising from any misrepresentation or breach of warranty by Owner in this Agreement, any incorrect  
270. information supplied by Owner and any facts concerning the Premises not disclosed or withheld by Owner, including  
271. without limitation, any facts known to Owner relating to Adverse Information or latent defects.

272. (OWNER'S INITIALS REQUIRED) \_\_\_\_\_

**9. REMEDIES**

273. **Alternative Dispute Resolution:** Owner and Listing Broker ("Parties") agree to mediate any dispute or claim  
274. arising out of or relating to this Agreement. All mediation costs shall be paid equally by the Parties. In the event that  
275. mediation does not resolve all disputes or claims, the unresolved disputes or claims shall be submitted for binding  
276. arbitration. In such event, the Parties shall agree upon an arbitrator and cooperate in the scheduling of an arbitration  
277. hearing. If the Parties are unable to agree on an arbitrator, the dispute shall be submitted to the American Arbitration  
278. Association ("AAA") in accordance with the AAA Arbitration Rules for the Real Estate Industry. The decision of the  
279. arbitrator shall be final and nonappealable. Judgment on the award rendered by the arbitrator may be entered in any  
280. court of competent jurisdiction. Notwithstanding the foregoing, either Party may opt out of binding arbitration within  
281. thirty (30) days after the conclusion of the mediation conference by notice to the other and in such event either Party  
282. shall have the right to resort to court action.

283. The Parties agree that any and all disputes or claims will be brought in the Parties' individual capacity, and not as  
284. a plaintiff or class member in any purported class, collective, representative, or other consolidated proceeding. The  
285. Parties hereby waive their right to commence, become a party to or remain a participant in any group, representative,  
286. class collective or hybrid class/collective action in any proceeding and the arbitrator shall not preside over any form  
287. of a group, representative or class collective proceeding.

288. (OWNER'S INITIALS REQUIRED) \_\_\_\_\_

289. **Attorney Fees and Costs:** The prevailing Party in any dispute or claim arising out of or relating to this Agreement  
290. shall be awarded their reasonable attorney fees and costs. Costs shall include, without limitation: expert witness fees,  
291. fees paid to investigators, and arbitration costs.

**10. ADDITIONAL TERMS AND CONDITIONS**

292. \_\_\_\_\_  
293. \_\_\_\_\_  
294. \_\_\_\_\_  
295. \_\_\_\_\_  
296. \_\_\_\_\_  
297. \_\_\_\_\_  
298. \_\_\_\_\_  
299. \_\_\_\_\_  
300. \_\_\_\_\_  
301. \_\_\_\_\_  
302. \_\_\_\_\_  
303. \_\_\_\_\_  
304. \_\_\_\_\_  
305. \_\_\_\_\_

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OWNER	OWNER

**Residential Listing Contract - Exclusive Right to Sell/Rent**

306. **Assignment:** Neither Listing Broker nor Owner may assign any rights or obligations pursuant to this Agreement  
307. without the prior written consent of the other, and any attempted assignment without consent shall be void and of no  
308. effect.

309. **Arizona Law:** This Agreement shall be governed by Arizona law and jurisdiction is exclusively conferred on the State of Arizona.

310. **Notice:** Unless otherwise provided, delivery of all notices and documentation required or permitted shall be in writing  
311. addressed to Owner or Listing Broker as indicated in Sections 11 and 12 and deemed delivered and received when:  
312. (i) hand-delivered; (ii) sent via facsimile transmission; (iii) sent via electronic mail, if email addresses are provided  
313. herein; (iv) sent by recognized overnight courier service, or (v) sent by U.S. mail, in which case the Notice shall be  
314. deemed received when actually received or five (5) days after the notice is mailed, whichever occurs first.

315. **Days:** All references to days shall be deemed to be calendar days unless otherwise provided.

316. **Copies and Counterparts:** This Agreement may be executed by facsimile or other electronic means and in any  
317. number of counterparts. A fully executed facsimile or electronic copy of the Agreement shall be treated as an original  
320. Agreement.

326. **Entire Agreement:** This Agreement and any addenda and attachments shall constitute the entire Agreement between  
327. Owner and Listing Broker and shall supersede any other written or oral agreements. Invalidation or unenforceability of  
328. one or more provisions of this Agreement shall not affect any other provisions of this Agreement. The failure to initial  
329. any page of this Agreement shall not affect the validity or terms of this Agreement.

330. **Acceptance:** The undersigned agree to the terms and conditions set forth herein and acknowledges receipt of a copy  
331. of this Agreement.

**11. OWNER**

332. \_\_\_\_\_  
 ^ OWNER OR AUTHORIZED REPRESENTATIVE'S SIGNATURE MO/DA/YR ^ OWNER OR AUTHORIZED REPRESENTATIVE'S SIGNATURE MO/DA/YR

333. \_\_\_\_\_  
 ^ OWNER OR AUTHORIZED REPRESENTATIVE'S PRINTED NAME ^ OWNER OR AUTHORIZED REPRESENTATIVE'S PRINTED NAME

334. \_\_\_\_\_  
 ^ ADDRESS ^ ADDRESS

335. \_\_\_\_\_  
 ^ CITY, STATE, ZIP CODE ^ CITY, STATE, ZIP CODE

336. \_\_\_\_\_  
 ^ TELEPHONE ^ TELEPHONE

337. \_\_\_\_\_  
 ^ EMAIL ^ EMAIL

**12. LISTING BROKER**

338. Agent is a member of the \_\_\_\_\_ Association/Board of REALTORS® and subscribes to the REALTOR®  
 339. Code of Ethics.

340. \_\_\_\_\_  
 ^ AGENT'S SIGNATURE MO/DA/YR ^ AGENT'S SIGNATURE MO/DA/YR

341. \_\_\_\_\_  
 ^ AGENT'S PRINTED NAME ^ AGENT'S PRINTED NAME

342. \_\_\_\_\_  
 ^ PRINT FIRM NAME ^ PRINT FIRM NAME

343. \_\_\_\_\_  
 ^ TELEPHONE ^ TELEPHONE

344. \_\_\_\_\_  
 ^ EMAIL ^ EMAIL

**For Broker Use Only:**  
 Brokerage File/Log No. \_\_\_\_\_ Manager's Initials \_\_\_\_\_ Broker's Initials \_\_\_\_\_ Date \_\_\_\_\_  
 MO/DA/YR

OWNER	OWNER

# LISTING CONTRACT ADDENDUM \_\_\_\_\_

Document updated:  
August 2024



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- 1. This is an addendum to the Listing Contract dated \_\_\_\_\_ between the following Parties:  
MO/DA/YR
- 2. Owner: \_\_\_\_\_
- 3. Broker: \_\_\_\_\_  
FIRM NAME
- 4. Premises/Property Address: \_\_\_\_\_
- 5. The following modified or additional terms and conditions are hereby included as a part of the Listing Contract between Owner and
- 6. Broker for the above referenced Premises/Property:

7. **(CHECK ANY THAT APPLY)**

- 8.  **Broker Compensation:** Owner and Broker agree to modify the Broker Compensation as follows:  
9. \_\_\_\_\_  
10. \_\_\_\_\_
- 11.  **Term Expiration:** Owner and Broker agree to a new Expiration Date of \_\_\_\_\_ at 11:59pm, Mountain Standard Time.
- 12.  **Other modified or additional terms:**  
13. \_\_\_\_\_  
14. \_\_\_\_\_  
15. \_\_\_\_\_  
16. \_\_\_\_\_

17. **CANCELLATION:**

- 18.  Owner and Broker agree to mutually terminate the Listing Contract effective immediately. Neither party shall have any further
- 19. rights, duties or obligations under the Listing Contract and mutually release each other from all liabilities, claims, and causes of
- 20. action related to the Listing Contract.
- 21.  Owner and Broker agree to mutually terminate the Listing Contract effective immediately upon the following terms and
- 22. conditions:  
23. \_\_\_\_\_  
24. \_\_\_\_\_  
25. \_\_\_\_\_  
26. \_\_\_\_\_
- 27. Upon the fulfillment of the above terms and conditions, neither party shall have any further rights, duties or obligations under the Listing
- 28. Contract and mutually release each other from all liabilities, claims, and causes of action related to the Listing Contract.
- 29. The undersigned agree to the modified or additional terms and conditions set forth above and acknowledge receipt of a copy hereof.

- 30. ^ OWNER OR AUTHORIZED REPRESENTATIVE MO/DA/YR ^ OWNER OR AUTHORIZED REPRESENTATIVE MO/DA/YR  
SIGNATURE SIGNATURE
- 31. ^ BROKER OR AUTHORIZED REPRESENTATIVE MO/DA/YR ^ BROKER OR AUTHORIZED REPRESENTATIVE MO/DA/YR  
SIGNATURE SIGNATURE

**For Broker Use Only:**

Brokerage File/Log No. \_\_\_\_\_ Manager's Initials \_\_\_\_\_ Broker's Initials \_\_\_\_\_ Date \_\_\_\_\_  
MO/DA/YR

# SELLER COMPENSATION ADDENDUM

Document updated:  
August 2024



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1. This is an addendum originated by the:  Seller  Buyer  Landlord  Tenant
2. This is an addendum to the Contract/Lease Agreement dated \_\_\_\_\_ between the following Parties:
3. Buyer/Tenant: \_\_\_\_\_ ("Buyer")
4. Seller/Landlord: \_\_\_\_\_ ("Seller")
5. Premises: \_\_\_\_\_

6. The following additional terms and conditions are hereby included as part of the Contract or Lease Agreement between
7. Seller and Buyer for the above referenced Premises:

8. Seller shall pay Broker representing Buyer compensation as follows:

9. **(CHECK ANY THAT APPLY AND FILL IN THE COMPENSATION)**

10.  Sale: \_\_\_\_\_% of the Full Purchase Price or \$\_\_\_\_\_ at Close of Escrow.
11.  Lease: \_\_\_\_\_% of the gross rental amount as calculated for the entire term of the initial lease or \$\_\_\_\_\_ at execution
12. of Lease Agreement.
13. This compensation is **in addition** to any Seller Concessions credited to Buyer in the Contract, if applicable.

14. **(CHECK IF APPLICABLE)**  Pursuant to a separate written agreement, Seller Broker has agreed to compensate Buyer
15. Broker in the amount of \_\_\_\_\_% of the full purchase price OR \$\_\_\_\_\_ which is independent of, and **in addition** to, the
16. compensation in this Addendum.

17. This Addendum provides the undersigned's written consent for Buyer Broker to receive compensation from more than one
18. (1) party to the transaction.

19. Seller and Buyer explicitly intend Brokers to be direct third-party beneficiaries of the Contract and/or Lease Agreement
20. pursuant to this Addendum and either Section 8f or Section 9g of the Contract. The provisions of this Addendum shall
21. survive Close of Escrow.

22. Additional Terms and Conditions:

23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_

28. The undersigned agrees to the terms and conditions set forth above and acknowledges receipt of a copy hereof.

29. \_\_\_\_\_
30.  Seller  Buyer \_\_\_\_\_ MO/DA/YR  Seller  Buyer \_\_\_\_\_ MO/DA/YR
31.  Landlord  Tenant \_\_\_\_\_  Landlord  Tenant \_\_\_\_\_
32. \_\_\_\_\_
33.  Seller  Buyer \_\_\_\_\_ MO/DA/YR  Seller  Buyer \_\_\_\_\_ MO/DA/YR
34.  Landlord  Tenant \_\_\_\_\_  Landlord  Tenant \_\_\_\_\_

**For Broker Use Only:**

Brokerage File/Log No. \_\_\_\_\_ Manager's Initials \_\_\_\_\_ Broker's Initials \_\_\_\_\_ Date \_\_\_\_\_  
MO/DA/YR

# COMPENSATION AGREEMENT BETWEEN BROKERS

Document updated:  
August 2024



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## 1. PARTIES

1. **BUYER/TENANT BROKER:** \_\_\_\_\_ ("Buyer Broker") acting through  
FIRM NAME
2. \_\_\_\_\_, represents \_\_\_\_\_ as a  
AGENT'S NAME BUYER/TENANT NAME
3. potential buyer or tenant of the Premises as defined below ("Buyer").
4. **SELLER/LANDLORD BROKER:** \_\_\_\_\_ ("Seller Broker") acting through  
FIRM NAME
5. \_\_\_\_\_  
AGENT'S NAME

## 2. PREMISES

6. **Premises:** The real property located at (the "Premises").
7. Address: \_\_\_\_\_ Assessor's #: \_\_\_\_\_
8. City: \_\_\_\_\_ County: \_\_\_\_\_ AZ, Zip Code: \_\_\_\_\_

## 3. COMPENSATION

9. **Terms and Conditions:** This Agreement shall become effective when fully signed. This Agreement is contingent upon: 1) the fully signed Agreement being delivered prior to, or with, an offer made by Buyer to purchase or lease the Premises; 2) Buyer and Seller entering into a purchase contract or lease for the Premises within ten (10) days or \_\_\_\_\_ days of Seller Broker signing this Agreement; and, if applicable, 3) Buyer closing escrow to purchase the Premises pursuant to that purchase contract.
13. **Buyer Broker Compensation:** Seller Broker agrees to compensate Buyer Broker in accordance with the terms and conditions below.
14. **(CHECK ANY THAT APPLY AND FILL IN THE COMPENSATION)**
15. **Sale:**  \_\_\_\_\_ % of the full purchase price;  \$ \_\_\_\_\_; **OR**  other: \_\_\_\_\_.
16. Compensation to Buyer Broker is earned and payable when Buyer, or any entity owned or controlled by Buyer, closes escrow on a purchase or exchange of the Premises and Buyer Broker represents Buyer in such transaction as indicated on the purchase contract.
18. Any escrow or closing agent may pay Buyer Broker's compensation from Seller Broker's compensation at close of escrow.
19. **Lease:**  \_\_\_\_\_ % of the gross rental amount as calculated for the entire term of the initial lease **OR**  \$ \_\_\_\_\_.
20. The compensation to Buyer Broker is earned and payable when Buyer, or an entity owned or controlled by Buyer, and Seller execute a lease agreement for the Premises.
21. \_\_\_\_\_

## 4. REMEDIES

22. **Alternative Dispute Resolution:** Buyer Broker and Seller Broker agree to mediate any dispute or claim arising out of or relating to this Agreement. All mediation costs shall be paid equally by the parties. In the event that mediation does not resolve all disputes or claims, the unresolved disputes or claims shall be submitted for binding arbitration pursuant to the most recent version of the Code of Ethics and Arbitration Manual published by the National Association of REALTORS®. Judgment on the award rendered by the arbitration panel may be entered in any court of competent jurisdiction.
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_

&gt;&gt;



**5. ADDITIONAL TERMS AND CONDITIONS**

- 27. \_\_\_\_\_
- 28. \_\_\_\_\_
- 29. \_\_\_\_\_
- 30. \_\_\_\_\_
- 31. **Assignment:** Neither Seller Broker nor Buyer Broker may assign any rights or obligations pursuant to this Agreement without the prior written consent of the other, and any attempted assignment without consent shall be void and of no effect.
- 32. \_\_\_\_\_
- 33. **Arizona Law:** This Agreement shall be governed by Arizona law and jurisdiction is exclusively conferred on the State of Arizona.
- 34. **Copies and Counterparts:** This Agreement may be executed by facsimile or other electronic means and in any number of counterparts.
- 35. A fully executed facsimile or electronic copy of the Agreement shall be treated as an original Agreement.
- 36. **Entire Agreement:** This Agreement and any addenda and attachments shall constitute the entire Agreement between the parties, shall supersede any other written or oral agreements, and can only be modified in a writing signed by the parties. Invalidation or unenforceability of one or more provisions of this Agreement shall not affect any other provisions of this Agreement.
- 37. \_\_\_\_\_
- 38. \_\_\_\_\_

**6. BUYER BROKER**

- 39. \_\_\_\_\_  
^ AUTHORIZED SIGNATURE MO/DA/YR
- 40. \_\_\_\_\_  
^ PRINTED NAME
- 41. \_\_\_\_\_  
^ FIRM NAME PRINTED
- 42. \_\_\_\_\_  
^ TELEPHONE
- 43. \_\_\_\_\_  
^ EMAIL

**7. SELLER BROKER**

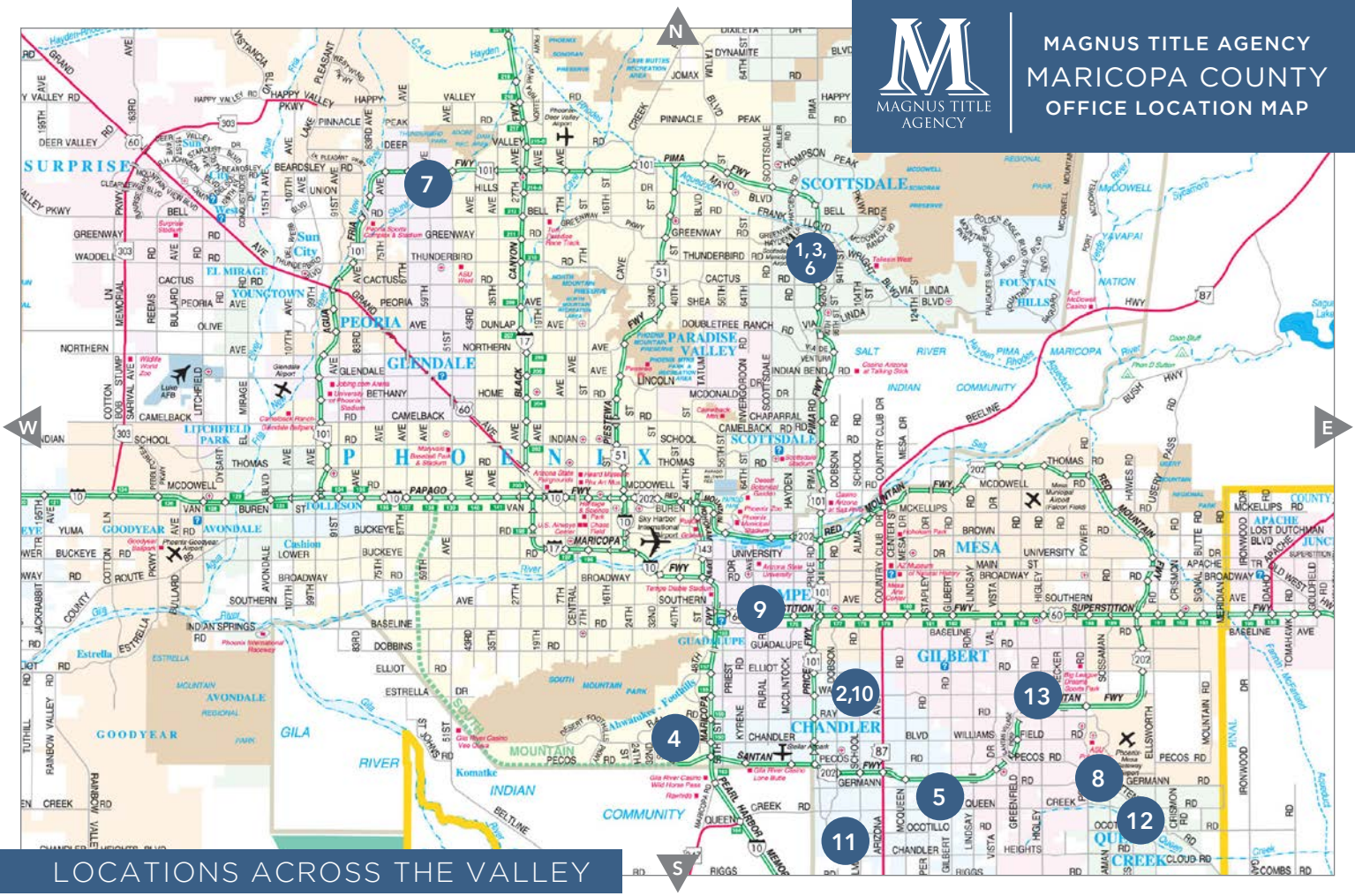
- 44. \_\_\_\_\_  
^ AUTHORIZED SIGNATURE MO/DA/YR
- 45. \_\_\_\_\_  
^ PRINTED NAME
- 46. \_\_\_\_\_  
^ FIRM NAME PRINTED
- 47. \_\_\_\_\_  
^ TELEPHONE
- 48. \_\_\_\_\_  
^ EMAIL

<b>For Broker Use Only:</b>			
Brokerage File/Log No. _____	Manager's Initials _____	Broker's Initials _____	Date _____ MO/DA/YR





MAGNUS TITLE AGENCY  
MARICOPA COUNTY  
OFFICE LOCATION MAP



LOCATIONS ACROSS THE VALLEY

**1 | CORPORATE HEADQUARTERS**

13845 N. Northsight Blvd, Suite #200  
Scottsdale, AZ 85260  
602.792.7300 PHONE  
602.748.2750 FAX

**2 | TITLE DEPARTMENT**

2077 E. Warner Road, Suite #103  
Tempe, AZ 85284  
602.792.7310 PHONE  
602.748.2700 FAX

**3 | NORTHSIGHT**

13845 N. Northsight Blvd, Suite #100  
Scottsdale, AZ 85260

**Phoenician Branch**

480.682.0200 PHONE  
480.385.6862 FAX

**Scottsdale Branch**

480.682.0230 PHONE  
480.682.0231 FAX

**Scottsdale Kierland Branch**

480.748.2100 PHONE  
480.682.3330 FAX

**4 | AHWATUKEE**

3930 E. Chandler Blvd., Suite #2  
Phoenix, AZ 85048

**Escrow**

480.385.4300 PHONE  
480.682.3345 FAX

**Marketing**

602.792.7320 PHONE  
480.682.3345 FAX

**5 | CHANDLER**

2425 S. Stearman Dr., Suite #105  
Chandler, AZ 85286  
480.339.7000 PHONE  
480.682.3350 FAX

**6 | ACCOUNT SERVICING**

13845 N. Northsight Blvd, Suite #100  
Scottsdale, AZ 85260  
602.792.7350 PHONE  
Fax: 602.748.2795 FAX

**7 | ARROWHEAD**

19420 N. 59th Ave., Suite B233  
Glendale, AZ 85308  
623.385.3500 PHONE  
623.792.1855 FAX

**8 | POWER ROAD**

7400 S. Power Rd., Bldg. 1, Suite #102  
Gilbert, AZ 85297  
480.339.7010 PHONE  
480.682.3340 FAX

**9 | TEMPE**

3920 S. Rural Rd., Suite #101  
Tempe, AZ 85282  
480.455.3700 PHONE  
480.682.3377 FAX

**10 | WARNER**

2077 E. Warner Road, Suite #103  
Tempe, AZ 85284  
480.339.7030 PHONE  
480.682.3395 FAX

**11 | EAST VALLEY**

4913 S. Alma School, Suite #2  
Chandler, AZ 85248  
480.682.0220 PHONE  
480.682.3380 FAX

**12 | QUEEN CREEK**

20852 E. Ocotillo Rd., Suite #101  
Queen Creek, AZ 85142  
480.339.7050 PHONE  
480.682.3335 FAX

**13 | GILBERT**

830 S Higley Rd., Suites 22A & 23A  
Gilbert AZ 85296  
480.339.7020 PHONE  
480.682.7703 FAX



MAGNUS TITLE  
AGENCY

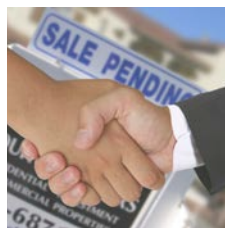
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*You* Matter...

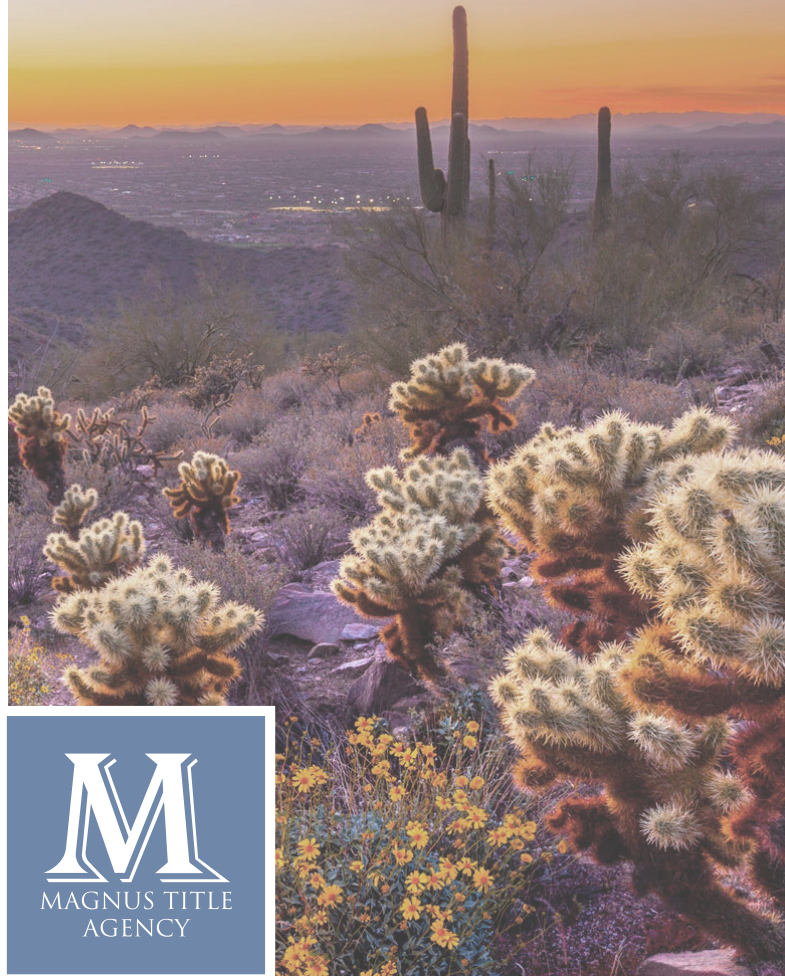
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**Magnus Title Agency** has been serving Maricopa County since 2004. Our Company was built on a philosophy of integrity, a focus on innovation, and a compassion for our clients and our employees.

Our experienced senior management team leads our organization of outstanding title and escrow professionals. Our commitment is to consistently deliver solutions that make sense for each client, in every transaction.



LOCALLY  
**OWNED,  
OPERATED  
& TRUSTED.**



Visit us anytime at [www.MagnusTitle.com](http://www.MagnusTitle.com)

This guide is provided by Magnus Title Agency as a complimentary resource for real estate consumers.