

# June 2023 Forms Release

## Quick Summary

This chart is a quick summary of the new and revised standard forms scheduled for release **the week of June 12, 2023**. For further information, please refer to the C.A.R. web page at: <https://www.car.org/transactions/standard-forms/new-forms-and-revisions>. Please note that this list is subject to change.

Form Code	Form Name	Replaces	Brief description of form or how the form was revised
ABA	Additional Broker Acknowledgement	6/1/22	Added paragraph 4 to include names of agents working for both brokers.
ABSPA	Already-Built Subdivision Purchase Agreement and Joint Escrow Instruction	12/1/22	Paragraphs 34, 35 and 36 modified to identify that SB 800 statutory warranties apply to all sales.
AOAA	Assignment of Agreement Addendum	12/1/21	Added paragraph 1C to distinguish a total assignment where no originally named buyers remain on contract from a total assignment of one buyer's interest but other originally named buyers remain on contract.
ATCA	Animal Terms and Conditions Addendum	11/1/13	Replaces form PET, Pet Addendum. New form can be used for service or support animals in addition to pets unrelated to disability status of the tenant. Most rules apply to all animals. Certain rules, identified in paragraph 12, only applies to non-disability related pets.
BBD	Bed Bug Disclosure	12/1/18	Change the word "landlord" to "housing provider" to be consistent with residential lease.
BCO	Buyer Counter Offer	12/1/22	Includes an example in 1C explaining how an appraisal gap in original offer is affected by a change in price in a counter offer.
BHAA	Buyer Homeowner Association Advisory	12/1/21	Added language to paragraph 10 explaining how HOA litigation may impact the willingness of lenders to make a loan on the property.
BIRN	Notice Regarding Background Investigation Reports Pursuant to California Law	12/1/19	(requires proper identification to get information on file)
BRBC	Buyer Representation and Broker Compensation Agreement	12/1/22	Added contact information for buyers in signature paragraph.

CC	Cancellation of Contract, Disposition of Deposit and Cancellation of Escrow	6/1/22	Added language explaining how to fill out the form if one party is cancelling independently or proposing a mutual cancellation. Added language addressing a partial release if no deposit has been made.
CCSPA	Condominium Conversion Subdivision Purchase Agreement and Joint Escrow Instructions	6/1/22	Paragraph 1 language changed to identify buyer right to get money back if property does not close, through no fault of buyer, and buyer has right to cancel or elect to continue if property does not close as scheduled.
CFK	Cash For Keys	4/1/09	Instruction page added that warns of need to seek legal counsel to determine if local laws need to be addressed and advising housing provider not to use self-help remedies. Paragraph 1 modified to make explicit that form is not just an offer of housing provider to pay but also an offer of tenant to surrender possession on the terms specified.
CLA	Commercial Residential Income and Vacant Land Listing Agreement	6/1/22	Paragraph 4 conformed to residential listing agreement including the addition of smart home features. Paragraph 10B added to address presentation of offers, defaulting to offers to be presented as they are submitted and giving seller the option of holding offers to a specific date. Added contact information for sellers in signature paragraph.
CLR	Cancellation of Lease or Rent	6/1/17	Change the word "landlord" to "housing provider" to be consistent with residential lease.
COL	Cancellation of Listing	6/1/18	Language added to clarify that any of the numbered paragraphs may be checked but both options within paragraph 1 may apply. Paragraph 2 modified to avoid confusion over amount to be paid in event property is listed with another broker.

CTT	Notice of Change in Terms of Tenancy	6/1/20	Instruction sheet modified to explain the Tenant Protection Act and how the form should be completed if the property is or is not covered by the Act. Form reformatted to make it easier to understand if the Act applies. Changed landlord to housing provider.
DIA	Disclosure Information Advisory	6/1/18	Seller property questionnaire paragraph contains reminder that seller shall provide current and past reports and other relevant documents.
DRA	Denial of Rental Application	12/1/19	Change the word "landlord" to "housing provider" to be consistent with residential lease.
EL	Extension of Lease	12/1/19	Change the word "landlord" to "housing provider" to be consistent with residential lease.
ESD	Exempt Seller Disclosure	6/1/21	Added language in paragraph 1 for use if property contains 2-4 units.
FEHN	48 Hr Notice of Inspection Prior to Termination of Tenancy	4/1/11	Change the word "landlord" to "housing provider" to be consistent with residential lease.
FHDA	Fair Housing and Discrimination Advisory	6/1/22	Changed reference from landlord to housing provider.
FLTN	Notice of Right to Receive Foreign Language Translation of Lease/Rental Agreements	4/1/05	(added date to signature lines)
HPID	Housing Provider in Default Addendum	12/1/19	Change the word "landlord" to "housing provider" to be consistent with residential lease.
LCA	Lease Rental Commission Agreement	6/1/18	Paragraph 2 distinguishes between fixed term extensions and month-to-month extensions. Paragraph 3 added to allow option to earn commission on subsequent sale to tenant.
LL	Lease Listing Agreement Exclusive Authorization to Lease or Rent	12/1/22	Paragraph 12B modified to require owner to provide to agent both a RPOD, Rental Property Owner Disclosure, and a RPOQ, Rental Property Owner Questionnaire. Only the RPOD is to be provided to a tenant.

LRM	Lease/Rental Mold and Ventilation Addendum	12/1/21	Change the word "landlord" to "housing provider" to be consistent with residential lease. (also removed prechecked box for mold and dampness booklet since already in LR).
MCN	Methamphetamine Contamination Notice	1/1/06	Change the word "landlord" to "housing provider" to be consistent with residential lease.
MH-PA	Manufactured or Mobile Home Purchase Addendum	12/1/21	Paragraph 8 modified to clarify that either buyer or seller may cancel if buyer not approved by mobile home park.
NBP	Notice to Buyer to Perform	12/1/21	Added language to make clear that the if the notice is given too early for some identified contingencies or contract actions, it is only invalid as to those contingencies or contract actions but valid as to the others.
NCPA	New Construction Purchase Agreement	12/1/22	Modify paragraph 1 to make explicit that seller must complete construction and provide certificate of occupancy by date set for close of escrow. Also changed language to identify buyer right to get money back if property does not close, through no fault of buyer, and buyer has right to cancel or elect to continue if property does not close as scheduled. Paragraph 36, 37 and 38 modified to identify that SB 800 statutory warranties apply to all sales.
NOE	Notice of Entry	11/1/13	Change the word "landlord" to "housing provider" to be consistent with residential lease. (also added explanation for timing of mail delivery)
NPC	Notice of Obligation to Pay Rental or Lease Payments in Cash	4/1/11	Reformatted form and added language explaining that 2A should be used if the lease already addresses the consequences of a bad check (like the C.A.R. Form RLMM) and optional 2B which alters the lease/rental if it does not already address dishonored checks. Mailing service removed as an option.
NSE	Notice of Sale and Entry	11/1/13	Change the word "landlord" to "housing provider" to be consistent with residential lease. (also added explanation for timing of mail delivery)

NTQ	Notice to Quit	12/1/19	Change the word "landlord" to "housing provider" to be consistent with residential lease. (also added line if mail date different from service date)
NTT	Notice of Termination of Tenancy	6/1/22	Instruction sheet modified to explain the Tenant Protection Act and how the form should be completed if the property is or is not covered by the Act. Form reformatted to make it easier to understand if the Act applies. Changed landlord to housing provider.
PA-PA	Purchase Agreement Probate Addendum	6/1/22	Optional sentence added to court confirmation paragraph giving buyer a cancellation right if no confirmation date within 60 days of acceptance.
PCQ	Notice To Perform Covenant (cure) or Quit	7/1/22	Instruction sheet modified to explain the Tenant Protection Act and how the form should be completed if the property is or is not covered by the Act. Form reformatted to make it easier to understand if the Act applies. Changed landlord to housing provider.
PMA	Property Management Agreement	12/1/22	Paragraph 4B modified to require owner to provide to agent both a RPOD, Rental Property Owner Disclosure, and a RPOQ, Rental Property Owner Questionnaire. Only the RPOD is to be provided to a tenant. Signature paragraph changed to require signature by broker or office manager. Same notice added to subtitle of form.
PPN	Pre-possession Notice to Tenant to Pay	6/1/17	Change the word "landlord" to "housing provider" to be consistent with residential lease.
PRQ	Notice to Pay Rent or Quit	10/1/22	Change the word "landlord" to "housing provider" to be consistent with residential lease. (also instruction page added language about local rent and eviction control)
RCJC	Rent Cap and Just Cause Addendum	12/1/20	Change the word "landlord" to "housing provider" to be consistent with residential lease.

RCSD-B	Representative Capacity Signature Disclosure (for Buyer Representatives)	12/1/21	Remove separate signature boxes for buyer broker agreements and assignment agreements. Changed landlord to housing provider.
RCSD-HP	Representative Capacity Signature Disclosure for Housing Provider Representatives	Renamed	Remove separate signature boxes for lease, lease listing, property management or other agreements. Changed landlord to housing provider. Previously RCSD-LL
RCSD-T	Representative Capacity Signature Disclosure (for Tenant Representatives)	6/1/19	Remove separate signature boxes for lease, tenant representation, or other agreements.
RIPA	Rental Income Property Purchase Agreement	12/1/22	Language added to 3M to make explicit that already vacant units and seller occupied units are to be delivered vacant. Language added to 3M(1) and 7A make explicit that if a tenant-occupied unit is to be delivered vacant, seller has the responsibility unless otherwise agreed in a TOPA form.
RLA	Residential Listing Agreement Exclusive	6/1/22	Paragraph 4C added to address smart home features. Paragraph 10B added to address presentation of offers, defaulting to offers to be presented as they are submitted and giving seller the option of holding offers to a specific date. Added contact information for sellers in signature paragraph.
RLAN	Residential Listing Agreement Open	6/1/22	Paragraph 4C added to address smart home features. Paragraph 10B added to address presentation of offers, defaulting to offers to be presented as they are submitted and giving seller the option of holding offers to a specific date. Added contact information for sellers in signature paragraph.
RLASR	Residential Listing Agreement Seller Reserved	6/1/22	Paragraph 4C added to address smart home features. Paragraph 10B added to address presentation of offers, defaulting to offers to be presented as they are submitted and giving seller the option of holding offers to a specific date. Added contact information for sellers in signature paragraph.

RLMM	Residential Lease or Month-to-Month Rental Agreement	12/1/22	Paragraph 38, Disclosure paragraph, revised to refer to disclosures made in the RPOD, Rental Property Owner Disclosure, for disclosures applicable to the Premises.
RPOD	Rental Property Owner Disclosure	12/1/22	<p>In the format of a SPQ, the form is used by a property owner to disclose to brokers and tenant conditions about the premises in 10 categories.</p> <p>RPOQ – Rental Property Owner Questionnaire</p> <p>In the format of a SPQ, the form is used by a property owner to disclose to brokers (not tenants) conditions about the premises in 20 categories. Some items contain affirmative obligations on the owner, such as water heater bracing and smoke alarm installation that cannot be avoided by disclosing non-compliance. Some items may be addressed in the body of the RLMM, such as gas and electric meters and parking and storage. Some items address items that can help a broker with management or in answering questions posed by potential tenants, such as trash pick-up days, location of mailboxes and whether the owner allows pets and if the property has a laundry room.</p>
RPOQ	Rental Property Owner Questionnaire	New	Questionnaire portion for RPOD (Form split into two forms; a revised RPOD and a new Rental Property Owner Questionnaire)
RU-PA	Residential Units Purchase Addendum	New	This form addresses the residential aspects of a mixed-use property that is primarily commercial. It should be used with a CPA or VLPA. If the primary purpose of the form is residential with an ancillary commercial use, then form MU-PA, Mixed-Use Purchase Addendum should be used with a RPA or RIPA.

SBSA	Statewide Buyer and Seller Advisory	6/1/22	Paragraph A15 was added to explain preliminary reports and the importance of reading documents referred to in them, such as CCRs. Paragraph D10 was added to make the parties aware of the impact that State and local jurisdictions may have on the sale and continued use of the property due to laws eliminating the use of carbon fuel appliances in favor of those items powered by the electric grid. Paragraph F3 was modified to create awareness of the right to have discriminatory covenants removed from title. Paragraph F8 was modified to address those situations where fees or credits to solar power system owners may be reduced or otherwise changed.
SCO	Seller Counter Offer	12/1/22	Includes an example in 1C explaining how an appraisal gap in original offer is affected by a change in price in a counter offer.
SMCO	Seller Multiple Counter Offer	12/1/22	Includes an example in 1C explaining how an appraisal gap in original offer is affected by a change in price in a counter offer.
SOLAR	Solar Advisory and Questionnaire	12/1/22	Paragraph 6A(9) was added as a catch-all for any material fact that the seller needs to disclose about the solar power system.
SPBB	Seller Payment for Buyer's Broker	12/1/22	Instructions were added to make clear that the form is only needed if: (i) a buyer representation agreement has already been signed; and (ii) the compensation offered through the MLS will not cover the entire payment the buyer would be responsible for paying the buyer's broker. Paragraph titles have been added to the first three paragraphs.
SPQ	Seller Property Questionnaire	6/1/22	Added language above paragraph 1 for use if property contains 2-4 units.

SPRP	Seller's Purchase of Replacement Property	6/1/21	Language added to optional paragraph 1B to indicate that if seller has already entered into a contract to acquire other property then the contingency for finding replacement property is eliminated. Paragraphs 4 and 5 were added to identify the buyer and seller respective rights to cancel.
TDS	Real Estate Transfer Disclosure Statement	12/1/21	Added language below the title for use if property contains 2-4 units.
TEAM	Team Agreement	12/1/17	Language added to 9C to identify that compensation rights between team members that might apply after termination of the agreement occur after first deducting any payment made to or split with the broker.
TFHD	Tenant Flood Hazard Disclosure	12/1/18	Change the word "landlord" to "housing provider" to be consistent with residential lease.
TOPA	Tenant Occupied Property Addendum	12/1/21	Paragraph 1B(3) added to create an obligation of the seller to identify the names of all adult occupants on the property, whether or not paying rent.
VLL	Vacant Land Listing Agreement	6/1/20	Paragraph 10B added to address presentation of offers, defaulting to offers to be presented as they are submitted and giving seller the option of holding offers to a specific date. Paragraphs 18 and 22A modified to provide that seller and broker are each responsible for their own attorney fees, unless a party does not attempt to mediate. Signature paragraph modified to conform to RLA, addressing entity owners, and contact information for sellers.

VLPA	Vacant Land Purchase Agreement	6/1/22	Paragraph 3E(3) modified to reflect that the property will either be investment purposes or something else – not ordinarily a primary or secondary home unless a buyer intends to build after the purchase. Paragraph 3Q(2) added a parenthetical to clarify that the environmental survey indicated is for Phase I only. Paragraph 3Q(3) modified to make explicit that government fees are for inspections, reports and corrections required.
WSM	Water Submeter Addendum	6/1/17	Change the word “landlord” to “housing provider” to be consistent with residential lease.

These forms will **only be available either via zipForm®Plus or from the following Associations:** Beverly Hills/Greater Los Angeles AOR, Newport Beach AOR, North San Diego County AOR and Sacramento AOR.

C.A.R. no longer monitors the legal validity of any prior form version and the C.A.R. User Protection Agreement only applies to the most current version of a form.

See <https://www.car.org/zipform/standard-forms/user-protection-agreement> for full text of the User Protection Agreement.