



# FLORIDA REALTORS® FORMS:

## roadmap to the commercial forms

UPDATED FEBRUARY 18, 2025

LETTER OF INTENT			
DEALY	Letter of Intent (LOI) to Lease	2024	May be used ahead of a potential lease agreement. This is only available in the Dealy platform, which is accessible from the MIAMI REALTORS® dashboard.
DEALY	Letter of Intent (LOI) to Purchase	2024	May be used ahead of a potential purchase and sale agreement for real property. This is only available in the Dealy platform, which is accessible from the MIAMI REALTORS® dashboard.
PTS-1	Proposed Terms Sheet	3/14	May be used to set forth possible terms for the proposed sale and purchase of a property.
COMPENSATION			
CA-8	Commission Agreement	11/24	May be used between seller/landlord and their broker to establish compensation to be paid to the broker (if any).
CAOT-1	Compensation Agreement – Owner / Listing Broker to Tenant’s Broker	8/24	May be used to establish compensation (if any) that the owner/listing broker will pay to tenant’s broker.
CARB-1	Compensation / Commission Addendum – Related to Buyer’s Broker	11/24	Amendment to “Vacant Land Contract” or “Commercial Contract” that provides seller concessions to buyer or compensation (if any) paid directly to buyer’s broker.
COMMERCIAL CONTRACT & ADDENDA			
CC-5xx	Commercial Contract	8/24	May be used for the sale and purchase of commercial property. It is not designed for complex transactions or the sale of businesses without land.
OC-5	Commercial Contract: Optional Clauses	10/09	Contains additional clauses that a seller and buyer may want to add to the “Commercial Contract” (CC-5xx).
SUP-1	Sight Unseen Property Disclosure and Acknowledgement	1/24	May be used when prospective buyer/tenant without physically visiting the property (or only having seen the property on an electronic/virtual tour).
AGA-1	Appraisal Gap Addendum	9/22	Should only be used with conventional/cash financing and should not be used in conjunction with the “Appraisal Contingency Rider” or “Appraisal Addendum.”
BWTIR-1	Buyer’s Walk-Through Inspection / Reinspection	1/12	May be used for an inspection or reinspection of the property solely to satisfy buyer regarding the condition of the property.
BRR-1	Buyer’s Request for Repairs and / or Remedies	4/14	May also be used in commercial transactions when buyer is requesting repairs and/or remedies.
EAC-1	Escalation Addendum to Contract	2021	May be incorporated into Commercial Contract or Vacant Land Contract.
EA-4	Extension Addendum to Contract	3/21	May be used with various contract forms to extend time periods in the Vacant Land Contract or Commercial Contract.
QIC-1	Qualifying Improvements Addendum to Contract	1/25	Previously the PACE Addendum to Contract. To be used at or before a purchaser executes a contract for the



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			sale or purchase of any property for which an ad valorem assessment has been levied and has an unpaid balance due.
<b>RC-4</b>	Release and Cancellation of Contract	3/19	May be used: to cancel the Commercial Contract or Vacant Land Contract; for the buyer and seller to release each other from liability; and to deal with disbursement of escrow funds.
<b>VACANT LAND CONTRACT &amp; ADDENDA</b>			
<b>VAC-14xxx</b>	Vacant Land Contract	8/24	May be used for the sale and purchase of vacant land.
<b>VLDS-1</b>	Vacant Land Disclosure Statement	10/07	Allows the seller to disclose facts relating to the vacant land and to disclose defects or facts that materially affect the value of the property which are not readily observable by or known to the buyer.
<b>VLCA-1a</b>	Addendum to Vacant Land Contract A: Back-Up Contract	8/19	To be used when there is a back-up contract subject to the termination of a prior executed contract between the seller and a third-party for the sale of the property.
<b>VLCA-1b</b>	Addendum to Vacant Land Contract B: Kick Out Clause	3/21	To be used when the seller will have the right to continue to show the property and solicit and enter into a bona fide back-up purchase contracts with third parties.
<b>SUP-1</b>	Sight Unseen Property Disclosure and Acknowledgement	1/24	May be used when prospective buyer/tenant without physically visiting the property (or only having seen the property on an electronic/virtual tour).
<b>AGA-1</b>	Appraisal Gap Addendum	9/22	Should only be used with conventional/cash financing and should not be used in conjunction with the "Appraisal Contingency Rider" or "Appraisal Addendum."
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<b>BRR-1</b>	Buyer's Request for Repairs and / or Remedies	4/14	May also be used in commercial transactions when buyer is requesting repairs and/or remedies.
<b>EAC-1</b>	Escalation Addendum to Contract	2021	May be incorporated into Commercial Contract or Vacant Land Contract.
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<b>QIC-1</b>	Qualifying Improvements Addendum to Contract	1/25	Previously the PACE Addendum to Contract. To be used at or before a purchaser executes a contract for the sale or purchase of any property for which an ad valorem assessment has been levied and has an unpaid balance due.
<b>RC-4</b>	Release and Cancellation of Contract	3/19	May be used: to cancel the Commercial Contract or Vacant Land Contract; for the buyer and seller to release each other from liability; and to deal with disbursement of escrow funds.
<b>LISTING AGREEMENTS</b>			
<b>ERSE-9cp</b>	Exclusive Right of Sale Listing Agreement for Commercial Property	11/24	A listing agreement for commercial property in which the seller grants to the listing broker the sole right to sell the property.
<b>VLLA-5</b>	Vacant Land Listing Agreement	11/24	A listing agreement in which the seller grants to the listing broker the sole right to sell vacant land.



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<b>MODS-1</b>	Multiple Offer Disclosure to Seller	5/18	May be used by a brokerage to disclose to seller their options about how to manage multiple offers received.
<b>LEASING &amp; PROPERTY MANAGEMENT</b>			
<b>ERLC-1k</b>	Exclusive Right to Lease – Commercial	1/25	This is a listing agreement for a commercial property where the owner grants the listing broker the sole right to lease the property.
<b>ETBC-1x</b>	Exclusive Tenant Brokerage Agreement – Commercial	1/25	This form is used where an owner gives the listing broker the exclusive right to secure a tenant for the owner's commercial property; provides provisions that may be used for the compensation (if any) of the listing broker.
<b>EPM-6x</b>	Exclusive Property Management Agreement	1/25	A property owner authorizes a real estate licensee to manage the owner's property. This form should be used in conjunction with the "Exclusive Right to Lease Agreement – Commercial" (ERLC-1) when the property manager wants to be compensated for procuring a tenant.
<b>EPM-1</b>	Extension to Exclusive Property Management Agreement	3/19	May be used to extend an existing Exclusive Property Management Agreement and provides optional time frames to extend that agreement.
<b>MISCELLANEOUS</b>			
<b>MARS-CSCCD-1</b>	MARS Consumer Specific Commercial Communication Disclosure	6/11	If a real estate licensee is advertising or offering mortgage assistance relief services in a written or printed form, orally or through audible means, video, or interactive media, additional requirements apply. Use this form and refer to 16 C.F.R. § 322.
<b>CCCLA-3</b>	Coastal Construction Control Line Affidavit	2/20	May be used when the property is partially or totally seaward of the coastal construction control line and the buyer does not waive his/her/their legal right to receive an affidavit or survey delineating the coastal construction control line.
<b>CCDA_2</b>	Community Development District Addendum	2/18	To be used in the initial sale of a parcel of real property (or the initial sale of a residential unit after the establishment of a Community Development District (CDD)) under Florida law.
<b>CFBA-1</b>	Conveyances to Foreign Buyers Addendum	7/23	May be used with any Florida Realtors contract that does not contain the preprinted language regarding Conveyances to Foreign Buyers.
<b>DS-5</b>	Designated Sales Associate	7/06	This form may be used in transactions, other than residential sales, where both the buyer and the seller have assets of \$1m or more and want the broker to designate different salespersons to represent each of them as single agents.
<b>FIN-2</b>	Flood Insurance Notice	4/14	Buyer signs this form – whether or not the lender is requiring the purchase of flood insurance.
<b>CNA-1</b>	Confidentiality and Non-Disclosure Agreement	1/12	May be used by a listing broker when the listing broker wants the prospect and the prospect's broker (if there is one) to keep confidential the information provided by the listing broker.
<b>TRID-1</b>	Authorization to Furnish TILA-RESPA Integrated Disclosures (TRID)	5/16	Authorization for seller or buyer to furnish TILA-RESPA integrated disclosures (TRID) to lender, title company, escrow agent, and/or their representatives.



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<b>CO-3</b>	Counter Offer #	2/15	May be used with leasing or commercial contracts to submit counter offers.
<b>NMOB-1</b>	Notice of Multiple Offers to Buyers	5/18	May be used to notify buyers that multiple offers have been received on the property and a request from the seller from each buyer to submit their highest and best offers.
<b>EDRV-1</b>	Request for Escrow Deposit Receipt Verification	4/09	Broker request for written verification of receipt of deposit(s) under the Commercial Contract or Vacant Land Contract.
<b>DBPR</b>	Notice of Escrow Dispute / Good Faith Doubt	8/16	May be used by a broker to notify FREC that the broker has either received conflicting demands for a deposit held in his/her/their escrow account or has good faith doubt as to which party is entitled to funds held in his/her/their escrow account. This is a DBPR form that can be found <a href="#">HERE</a> .
<b>ICA-7</b>	Independent Contractor Agreement between Broker and Associate	9/22	May be used between a broker and associate.
<b>MDSTS</b>	Miami-Dade County Septic Tank Disclosure System	10/21	Disclosure required to buyer prior to execution of any instrument to purchase real property in Miami-Dade County regarding septic tanks.
<b>MSR-5</b>	Monthly Reconciliation Statement Real Estate Trust Account	4/04	May be used to conduct monthly reconciliation of real estate trust accounts.
<b>MSRA-1</b>	Monthly Reconciliation Statement Real Estate Trust Account Addendum	4/98	May be used to amend monthly reconciliations of real estate trust accounts.
<b>RA-4</b>	Referral Agreement	9/22	An agreement between two brokers regarding the referral of one or more prospects.
<b>TR-1</b>	Transaction Record	1/15	May be used by a broker to keep track of key details in transactions.
<b>WFPN-3</b>	Wire Fraud Prevention Notice	2/20	May be used by a brokerage to provide their customers (buyers, sellers, landlords, tenants) with disclosures about wire fraud prevention.



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