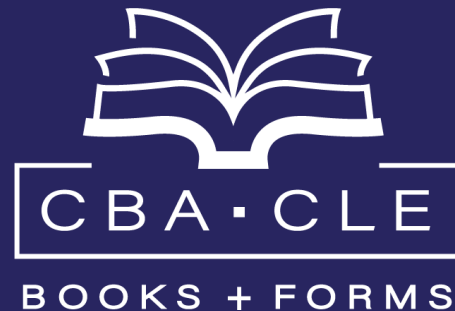


CBA-CLE Fillable Forms

Update, August 2024



Contracts and forms have been updated with the following enhancements:

- Forms are now [Word Macro-Enabled Templates](#) which are safer to share and allow collaboration among colleagues inside and outside your firm
- Edits are allowed to the content of the form, or preserve "[restricted editing](#)" for quick form field entry
- Quickly [tab](#) through each form field for easy entry
- Text boxes will automatically format to the correct size of your text
- [Auto calculation](#) for tables

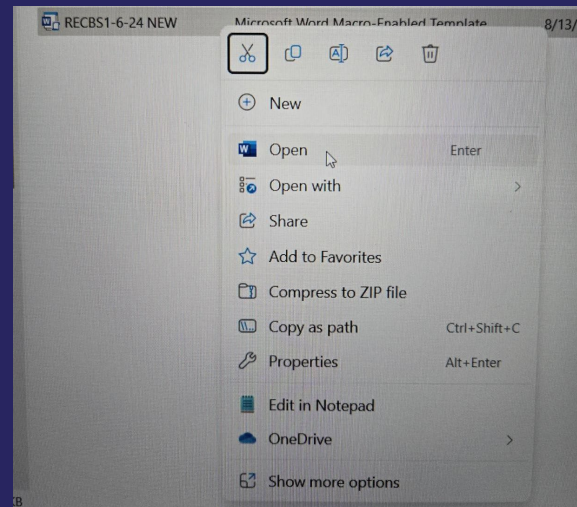
You may click an enhancement to jump to that description.



CBA-CLE Forms are now **Word Macro-Enabled Templates**

There are two ways to open the new form

1. Double click the file name to open a **copy** of the form. You will need to name this file when saving.
2. Right click the file and choose “open” which will open the original file. [See image below]

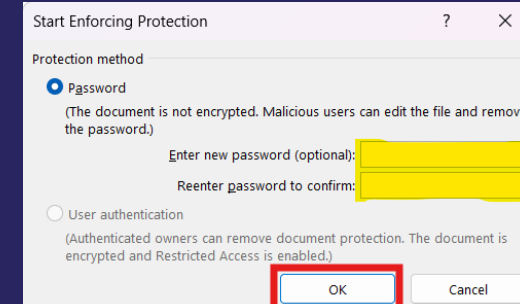
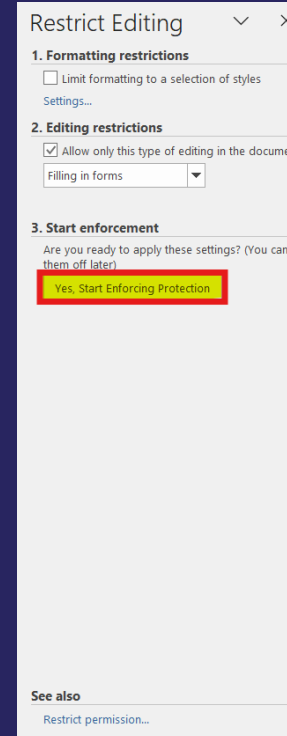
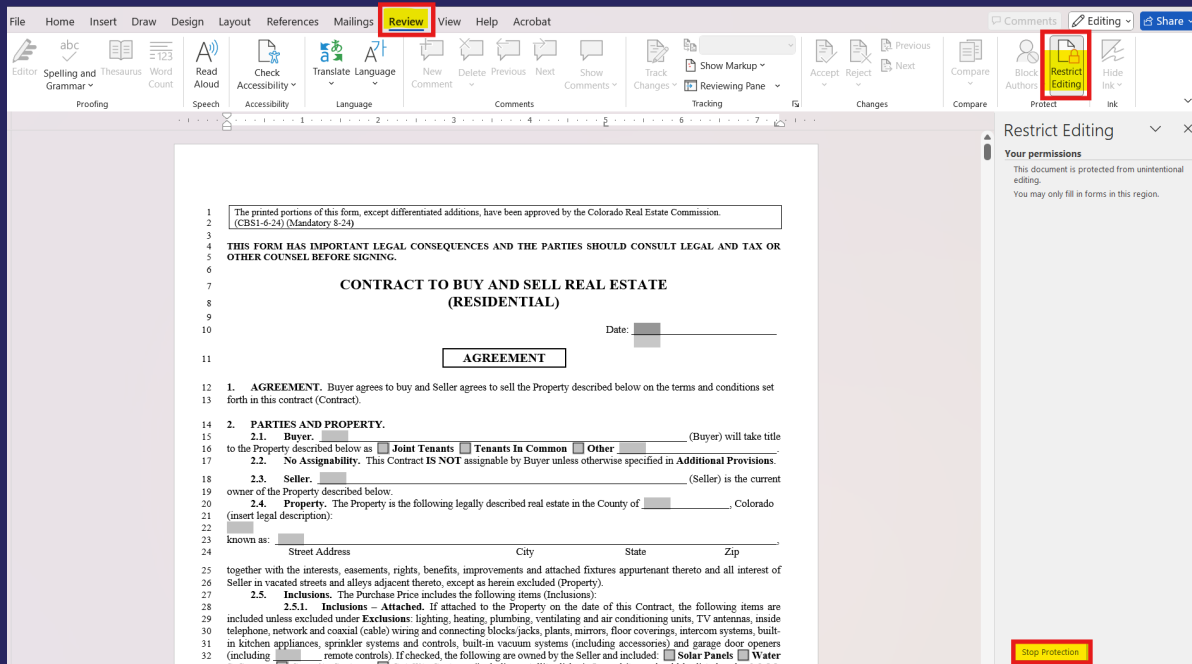


CBA-CLE Forms now use **Stop Protection**

Stop Protection allows for editing the content of the form.

To turn this function on/off, use the “**Review**” tab on the top to open “**Restrict Editing**”. “**Stop Protection**” will turn off and “**Start Enforcing Protection**” will turn on.

- **Stop (Off) functionality** allows edits to content of the form
- **Start (On) functionality** disables edits to content of the form. When turning back on you will be asked for a password, you do not need to type in a password, just click “okay”



CBA-CLE Forms now allows for quick entry using **the Tab key**

All fillable form fields will be shown as a grey box. Use the below keyboard shortcuts to move between fields.

- “Tab” key = next form field
- “Tab + Shift” = previous form field
- “Space Bar” = X box field

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**CONTRACT TO BUY AND SELL REAL ESTATE
(RESIDENTIAL)**

Date: August 14, 2024

AGREEMENT

1. AGREEMENT. Buyer agrees to buy and Seller agrees to sell the Property described below on the terms and conditions set forth in this contract (Contract).

2. PARTIES AND PROPERTY.

2.1. Buyer. Sara Floyd (Buyer) will take title to the Property described below as **Joint Tenants** **Tenants In Common** **Other** NONE.

2.2. No Assignability. This Contract **IS NOT** assignable by Buyer unless otherwise specified in **Additional Provisions**.

2.3. Seller. CBA-CLE Forms (Seller) is the current owner of the Property described below.

2.4. Property. The Property is the following legally described real estate in the County of _____, Colorado (insert legal description):

known as: _____
Street Address City State Zip

together with the interests, easements, rights, benefits, improvements and attached fixtures appurtenant thereto and all interest of Seller in vacated streets and alleys adjacent thereto, except as herein excluded (Property).

2.5. Inclusions. The Purchase Price includes the following items (Inclusions):

2.5.1. Inclusions – Attached. If attached to the Property on the date of this Contract, the following items are included unless excluded under **Exclusions**: lighting, heating, plumbing, ventilating and air conditioning units, TV antennas, inside telephone, network and coaxial (cable) wiring and connecting blocks/jacks, plants, mirrors, floor coverings, intercom systems, built-in kitchen appliances, sprinkler systems and controls, built-in vacuum systems (including accessories) and garage door openers (including _____ remote controls). If checked, the following are owned by the Seller and included: **Solar Panels** **Water Softeners** **Security Systems** **Satellite Systems** (including satellite dishes). Leased items should be listed under § 2.5.8. (Leased Items). If any additional items are attached to the Property after the date of this Contract, such additional items are also included in the Purchase Price.


CBA-CLE Forms now has **Auto Calculations**

Where dollar amounts are utilized in form fields, total amount will be auto calculated. The dollar sign will also auto populate.

Utilize the tab key to move between boxes. **Note:** functionality of the table used for organizing dollar amount data is horizontal. Tab will move to the next field in the row, not in the column.

120 **4.1. Price and Terms.** The Purchase Price set forth below is payable in U.S. Dollars by Buyer as follows:

Item No.	Reference	Item	Amount	Amount
1	§ 4.1.	Purchase Price	\$100,000.00	
2	§ 4.3.	Earnest Money		\$20,000.00
3	§ 4.5.	New Loan		\$70,000.00
4	§ 4.6.	Assumption Balance		
5	§ 4.7.	Private Financing		
6	§ 4.7.	Seller Financing		
7				
8				
9	§ 4.4.	Cash at Closing		\$10,000.00
10		TOTAL	\$100,000.00	\$100,000.00



Have questions? Please [email us](#).

We value and appreciate your input. Submit your comments, questions, or suggestions [here](#).

