Objectives: To establish a familiarity with the proper purchase agreement make-up, good contract writing techniques, learn the most updated forms, and the most common pitfalls encountered by the real estate licensee in writing purchase agreements.

I. Introduction
1. State the class objectives
2. Hand out recommended forms
   a. Form 2104 (Purchase Agreement-Residential)
   b. Form 2300 (Addendum to Purchase Agreement)
   c. Form 5106 (Addendum to Purchase Agreement-Missellaneous-2009)
   d. Form 5120a (Septic System Addendum)
   e. Form 5112 (Lead Paint Addendum)
   f. Form 3225 (County Assessor Property Tax Levy Request and Certificate—2010)
   g. Form 3250 (Certification of Delivery and Acknowledgement of Receipt of Estimated Property Tax Levy)
   h. Form 5102 (Counteroffer)
   i. Form 5108 (Amendment)
   j. Form 1206 (Buyer Broker Agreement)
   k. Form 2303 (Affidavit—Non-Foreign Seller)

3. Briefly Explain:
   a. The importance of using right form
   b. The importance of being familiar with forms

4. Use of pre-printed forms vs. creation of document

II. General Contract (Purchase Agreement) Makeup

1. Four major sections of a contract
   a. Statement of undertaking
   b. Property identification
   c. Terms and conditions
   d. Acknowledgement
III. Disclosures

1. Broker Duties
2. Brokerage Relationships

IV. Specific Sections

1. Statement of undertaking
2. Price
3. Earnest Money
4. Property identification
5. Closing/Settlement
6. Possession
7. Financing
8. Appraisal
9. Costs to be paid
10. IRS 1031 Tax Deferred Exchange
11. Prorations
12. Assessments
13. Examination of Title
14. Foreign Sellers
15. Insurance
16. Disclosure documents and inspections
17. Home Warranty
18. Disclaimer
19. Release
20. Maintenance
21. Walk-through
22. Flood hazard
23. Definitions
24. Risk of loss
25. Mediation
26. Earnest money Dispute
27. Default
28. Fair housing
29. Counterparts
30. Governing law
31. Severability
32. Entire agreement
33. Expiration of offer

V. Acknowledgement

VI. Addendum—Amendments—Counter-offer

VII. Propriety of offer presentation

VIII. Delivery and acceptance

IX. Additional forms