

2025 Addenda Order Form

Frascona, Joiner, Goodman & Greenstein, P.C. ("FJGG")

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Please complete this form to order your Addenda. Email, fax, or mail it to us.

1. **Name Designation:**

a. Identify your brokerage firm name exactly as it should appear on Addenda Forms:

(as the name appears in the Colorado Real Estate Commission Licensee Database)

b. Name of Person Ordering the Addenda:

You are ordering the Addenda on behalf of (**Pick One**):

- i. ☐ your brokerage firm (having the appropriate authority to do so); or
- ii. ☐ yourself as an individual real estate licensee who hangs his or her license at the above brokerage firm; or
- iii. ☐ yourself and members of a team that is called _____, in which you are one of the leaders of your team, and all members of the team hang their licenses at the above brokerage firm.

2. **Employing Broker:** _____
(as the name appears in the Colorado Real Estate Commission Licensee Database)

3. **Primary Contact:** _____
(Name of individual completing the Order Form, if NOT Employing Broker)

4. **Address:** _____
_____, CO _____

Phone: _____ Fax: _____

Email: _____

5. ☐ Yes ☐ No Do you have any affiliated business arrangements such as an affiliated Mortgage Company, Title Company, or Home Warranty Company? If yes, you are required to have a phone consultation with an attorney before we complete your addenda order.**
- If Yes: ☐ Mortgage Co. ☐ Title Co. ☐ Warranty Co.

** This initial consultation is included in the price you've paid. However, depending on the outcome of this appointment, you may be charged extra for semi-custom addenda package.

We understand that no single set of forms is going to be a perfect fit in ALL situations, for ALL contracts. For example, both Boulder and Jefferson Counties have septic regulations that may not be specifically addressed in the way you need for a particular contract. FJGG can customize your forms. Consultation on these specifics and subsequent customization of your forms is charged at the attorney's hourly rate.

6. Method of Payment:

The cost for the addenda is \$450. You will receive an email from our office with a link to provide payment via our online payment portal once you have received the email. Alternatively, you can send us a check with your order form via regular mail.

- ☐ I have enclosed my check for \$450, made payable to FJGG.

7. Method of Shipment:

We have arranged to have your forms delivered to you electronically by CTM eContracts. You will receive the forms as a locked Microsoft Word® document. You use tabs to electronically fill in blanks. You may copy and paste the clauses from our additional provisions into the Additional Provisions section of your contracts. There is no additional charge for this method of delivery.

The forms are also available through the integrated systems of CTM eContracts and will likely be available through Instanet Transaction Desk (PPAR), Re-Sure and Get In Contract. To obtain the forms from these vendors, you must first order them from us and then contact your vendor to download the forms. Please note that additional charges from your vendor may apply.

Please select your method of delivery. Only the provider(s) you indicate below are notified that you are an authorized user. If you'd like to edit this choice at a later date, please contact us.

- ☐ Microsoft Word®
- ☐ CTM eContracts
- ☐ Instanet Transaction Desk (PPAR)
- ☐ Re-Sure
- ☐ Get In Contract

8. How did you hear about us? _____

9. **REQUIRED AUTHORIZATION FROM EMPLOYING BROKER** I have had an opportunity to read the Addenda Package explanation at the Frasca website. I understand that while my order creates an attorney-client relationship between FJGG and myself or my brokerage firm (depending upon the selections that I made in section 1 above), this is a limited services engagement. My order of an Addenda Package does not preclude FJGG from representing another client who has interests adverse to me, my brokerage firm, or my team (or any combination of the three). I authorize FJGG to disclose this order to the CTM eContracts; Instanet Transaction Desk (Pikes Peak Association of REALTORS®); Re-Sure; and/or Get In Contract software company if indicated in my choice above.

(Signature of Employing Broker)