



1. On the left-hand side of the **Transaction Summary** tab, select **Seller**.

The screenshot shows the 'Transaction Summary' page for a property at 525 S Virgil Ave LA. On the left, there are role selection buttons for 'Seller', 'Escrow Officer', 'Title Officer', and 'Buyer'. The 'Seller' button is highlighted with a red box. The main area displays property details such as MLS Number, Street Address (525 S Virgil Ave), City (Los Angeles), and State (CA). On the right, there are buttons for 'Add Document', 'Sign', 'Apply Template', 'Share Docs', 'Email Docs to Txn', and 'Fax Docs to Txn'.

2. Make sure that your seller's **First and Last Name** are filled in, as well as their **Email Address**.

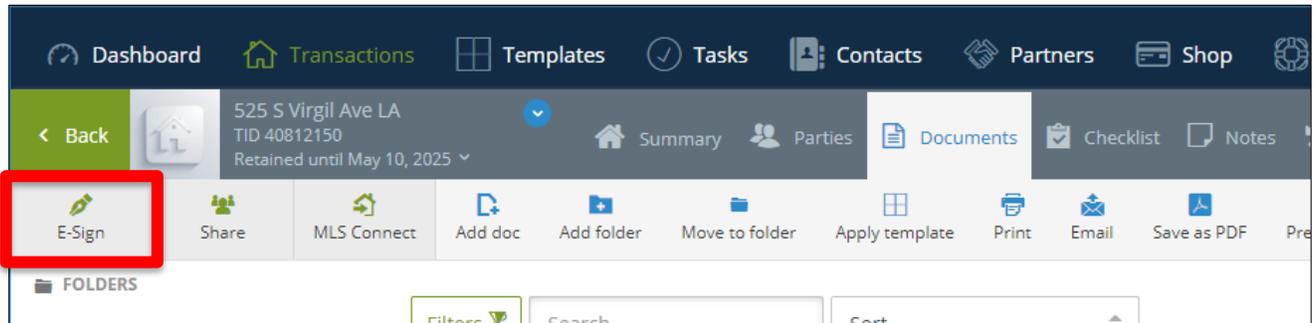
The form contains the following fields:

- Role: Seller One
- Street Address: [Dropdown]
- First Name: Shaun
- City: [Dropdown]
- Middle Name: [Text]
- State: [Dropdown]
- Last Name: Seller
- County: [Dropdown]
- Email: ShaunSeller@email.com
- Zip Code: [Dropdown]
- Home Phone: [Text]
- Business Phone: [Text]
- Cell phone: [Text]
- Business Fax: [Text]

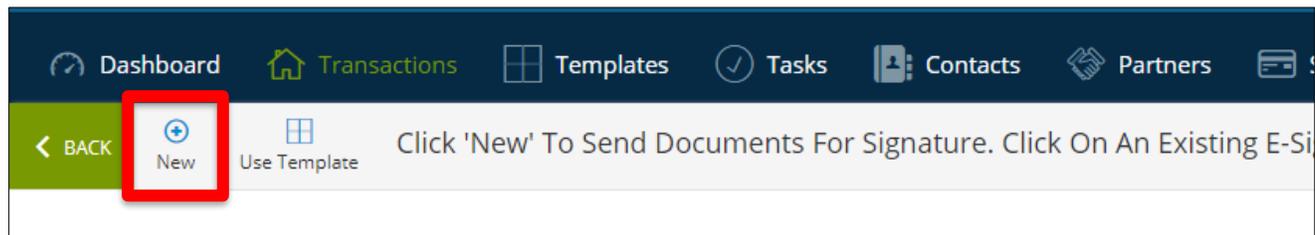
Buttons at the bottom: Cancel, Save, Clear.



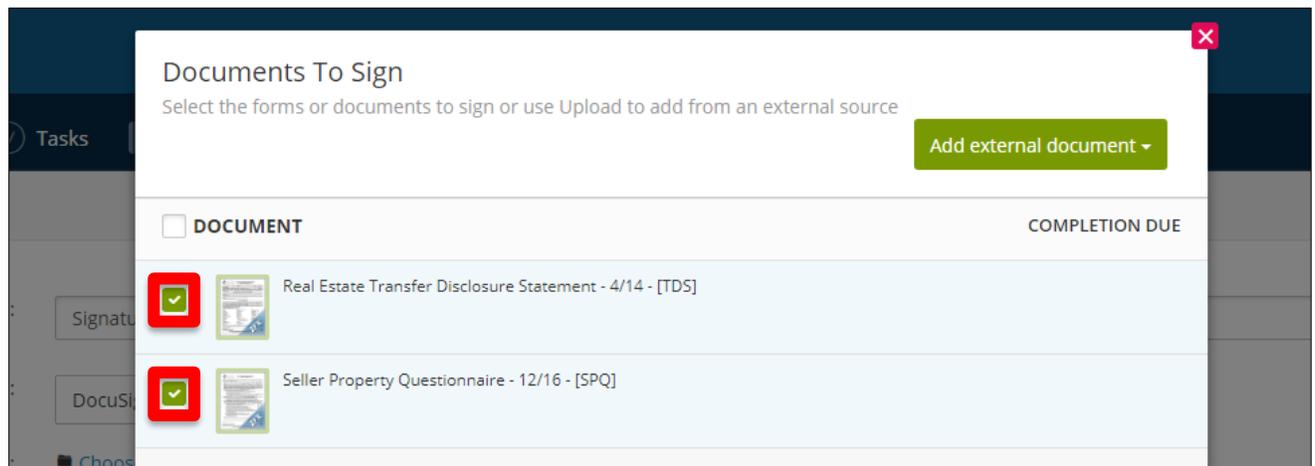
3. Start the signature process by clicking on the **E-Sign** button



4. Click **New** to start a new signature packet



5. Select the **TDS** and/or **SPQ**, as well as any other documents needing to be signed, then click **Close**





6. Add a Packet Name and click Next

Packet Name:

Signing Service:

Return folder (optional): Choose a return folder
What is this?

Select documents to include

DOCUMENT	COMPLETION DUE
Real Estate Transfer Disclosure Statement - 4/14 - [TDS]	
Seller Property Questionnaire - 12/16 - [SPQ]	

7. Select Seller One as a signing party, as well as any other parties that need to sign this packet. Click Close.

Note: Only Seller One will be able to check boxes and type in text boxes.

FIRST NAME	MIDDLE NAME	LAST NAME	ROLE	EMAIL	COMPANY
<input checked="" type="checkbox"/>	Jackson	Beaudelaire	Listing Agent	jacksonb@car.org	
<input checked="" type="checkbox"/>	Shaun	Seller	Seller One	ShaunSeller@email.com	
<input type="checkbox"/>			Seller Two		
<input type="checkbox"/>			Reviewed By		
<input type="checkbox"/>			Buyer One		
<input type="checkbox"/>			Buyer Two		
<input type="checkbox"/>			Selling Agent		



8. Click **Next**, and you will see that all the **Check Boxes** and **Explanation Text Fields** are ready for your clients to complete. Review the tags and click **Send**.

525 S Virgil Ave LA - TDS and SPQ

← BACK 1 SELECT FORMS 2 SELECT PARTIES 3 ADD SIGNATURES **SEND >**

Shaun Seller
Seller One
ShaunSeller@email.com

Real Estate Transfer Disclosure Statement - 4/14

Save Quit

Zoom Document Fields

CONTRACT BETWEEN THE BUYER AND SELLER.
Seller is not occupying the Home.

The subject property has the items checked below: *

<input checked="" type="checkbox"/> Range	<input checked="" type="checkbox"/> Wall/Window Air Conditioning	<input checked="" type="checkbox"/> Pool:
<input checked="" type="checkbox"/> Oven	<input checked="" type="checkbox"/> Sprinklers	<input checked="" type="checkbox"/> Child Resistant Barrier
<input checked="" type="checkbox"/> Microwave	<input checked="" type="checkbox"/> Public Sewer System	<input checked="" type="checkbox"/> Pool/Spa Heater
<input checked="" type="checkbox"/> Dishwasher	<input checked="" type="checkbox"/> Septic Tank	<input checked="" type="checkbox"/> Gas <input checked="" type="checkbox"/> Solar <input checked="" type="checkbox"/> Electric
<input checked="" type="checkbox"/> Trash Compactor	<input checked="" type="checkbox"/> Sump Pump	<input checked="" type="checkbox"/> Water Heater
<input checked="" type="checkbox"/> Garbage Disposal	<input checked="" type="checkbox"/> Water Softener	<input checked="" type="checkbox"/> Gas <input checked="" type="checkbox"/> Solar <input checked="" type="checkbox"/> Electric
<input checked="" type="checkbox"/> Washer/Dryer Hookups	<input checked="" type="checkbox"/> Patio/Decking	<input checked="" type="checkbox"/> Water Supply:
<input checked="" type="checkbox"/> Rain Gutters	<input checked="" type="checkbox"/> Built-in Barbecue	<input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> Well
<input checked="" type="checkbox"/> Burglar Alarms	<input checked="" type="checkbox"/> Gazebo	<input checked="" type="checkbox"/> Private Utility or <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Carbon Monoxide Device(s)	<input checked="" type="checkbox"/> Security Gate(s)	<input checked="" type="checkbox"/> Other <input type="text"/>
<input checked="" type="checkbox"/> Smoke Detector(s)	<input checked="" type="checkbox"/> Garage:	<input checked="" type="checkbox"/> Gas Supply:
<input checked="" type="checkbox"/> Fire Alarm	<input checked="" type="checkbox"/> Attached <input checked="" type="checkbox"/> Not Attached	<input checked="" type="checkbox"/> Utility <input checked="" type="checkbox"/> Bottled (Tank)
<input checked="" type="checkbox"/> TV Antenna	<input checked="" type="checkbox"/> Carport	<input checked="" type="checkbox"/> Window Screens
<input checked="" type="checkbox"/> Satellite Dish	<input checked="" type="checkbox"/> Automatic Garage Door Opener <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Window Security Bars
<input checked="" type="checkbox"/> Intercom	<input checked="" type="checkbox"/> Number Remote Controls <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Quick Release Mechanism on Bedroom Windows
<input checked="" type="checkbox"/> Central Heating	<input checked="" type="checkbox"/> Sauna	<input checked="" type="checkbox"/> Water-Conserving Plumbing Fixtures
<input checked="" type="checkbox"/> Central Air Conditioning	<input checked="" type="checkbox"/> Hot Tub/Spa:	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Evaporator Cooler(s)	<input checked="" type="checkbox"/> Locking Safety Cover	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Exhaust Fan(s) in <input type="text"/>	<input checked="" type="checkbox"/> 220 Volt Wiring in <input type="text"/>	<input checked="" type="checkbox"/> Fireplace(s) in <input type="text"/>
<input checked="" type="checkbox"/> Gas Starter <input type="text"/>	<input checked="" type="checkbox"/> Roof(s): Type: <input type="text"/>	<input checked="" type="checkbox"/> Age: <input type="text"/> (approx)
<input checked="" type="checkbox"/> Other: <input type="text"/>		

Are there, to the best of your (Seller's) knowledge, any of the above that are not in operating condition? Yes No. If yes, then describe.

(*see note on page 2)

Buyer's Initials () () Seller's Initials **SS** ()

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TDS REVISED 4/14 (PAGE 1 OF 3)

Reviewed by _____ Date _____

REAL ESTATE TRANSFER DISCLOSURE STATEMENT (TDS PAGE 1 OF 3)

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