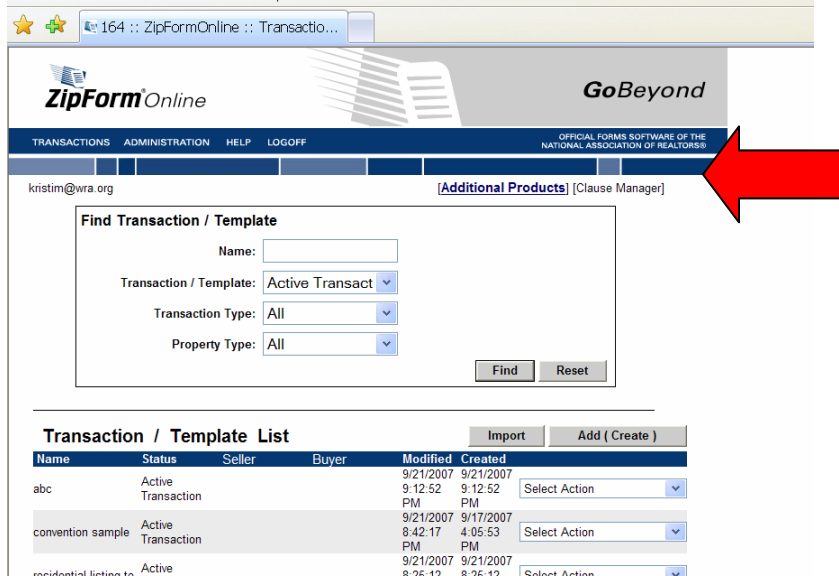


## Using the Clause Editor in ZipForm Online

ZipForm's Clause Editor (pencil icon on tool bar) is a great tool for language that is used frequently. It allows you to compose and catalog an unlimited number of clauses which can be easily pasted into an active field, saving you from having to type a clause repeatedly.

Managing clauses in ZipForm Online is handled outside the transaction through the Clause Manager located on the Transaction/Template List page.

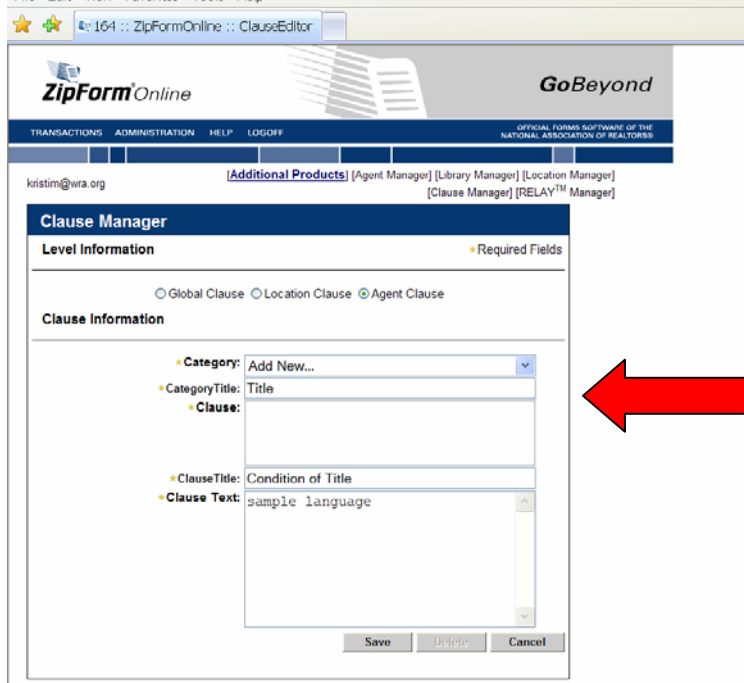
1. To create or modify a clause select the Clause Manager option at the top of the window.



The screenshot shows the ZipForm Online interface. The top navigation bar includes links for TRANSACTIONS, ADMINISTRATION, HELP, and LOGOFF. Below this, there are links for [Additional Products] and [Clause Manager], with a red arrow pointing to the latter. The main content area features a search form titled "Find Transaction / Template" with fields for Name, Transaction / Template (set to "Active Transact"), Transaction Type (set to "All"), and Property Type (set to "All"). Below the search form is a table titled "Transaction / Template List" with columns for Name, Status, Seller, Buyer, Modified, and Created. The table contains three rows of data, each with a "Select Action" dropdown menu.

Name	Status	Seller	Buyer	Modified	Created
abc	Active			9/21/2007 9:12:52 PM	9/21/2007 9:12:52 PM
convention sample	Active			9/21/2007 8:42:17 PM	9/17/2007 4:05:53 PM
residential listing to	Active			9/21/2007 8:26:17	9/21/2007 8:26:17

2. Add a new clause by clicking the arrow next to the label "Category." Individual installations of ZipForm Online are automatically marked with Agent Clause. Broker and Office administrators can set global and location clauses.



The screenshot shows the ZipForm Online Clause Manager interface. The top navigation bar includes links for [Additional Products], [Agent Manager], [Library Manager], [Location Manager], [Clause Manager], and [RELAY™ Manager], with a red arrow pointing to the [Clause Manager] link. The main content area features a form titled "Clause Manager" with a "Level Information" section containing radio buttons for Global Clause, Location Clause, and Agent Clause (selected). Below this is the "Clause Information" section with fields for Category (set to "Add New..."), Category Title (set to "Title"), Clause, Clause Title (set to "Condition of Title"), and Clause Text (set to "sample language"). The form has Save, Delete, and Cancel buttons at the bottom.

3. Once a clause is added it appears in the category list. More clauses for that category can be added or existing clauses can be edited.

The screenshot shows the ZipForm Online interface. At the top, there is a navigation bar with 'ZipForm Online' and 'GoBeyond' logos, and a menu with 'TRANSACTIONS', 'ADMINISTRATION', 'HELP', and 'LOGOFF'. Below this, there are links for 'Additional Products', 'Agent Manager', 'Library Manager', 'Location Manager', 'Clause Manager', and 'RELAY Manager'. The user's email 'kristim@wra.org' is displayed. The main content area is titled 'Clause Manager' and includes a 'Level Information' section with radio buttons for 'Global Clause', 'Location Clause', and 'Agent Clause' (which is selected). The 'Clause Information' section contains three fields: '\*Category:' with a dropdown menu showing 'None' and 'None'; '\*Clause:' with a dropdown menu showing 'Add New...' (highlighted in blue) and 'Title'; and '\*Clause Text:' with a text area. At the bottom, there are 'Save', 'Delete', and 'Cancel' buttons. A red arrow points to the 'Add New...' option in the '\*Clause:' dropdown.

The screenshot shows the ZipForm Online interface, similar to the previous one. The 'Clause Information' section now shows the '\*Clause:' dropdown menu with 'Add New...' and 'Condition of Title' options. The '\*Category:' dropdown menu now shows 'Title' selected. The 'Save', 'Delete', and 'Cancel' buttons remain at the bottom. A red arrow points to the 'Title' option in the '\*Category:' dropdown.

ZipForm Online GoBeyond

TRANSACTIONS ADMINISTRATION HELP LOGOFF OFFICIAL FORMS SOFTWARE OF THE NATIONAL ASSOCIATION OF REALTORS®

kristim@wra.org [Additional Products] [Agent Manager] [Library Manager] [Location Manager] [Clause Manager] [RELAY™ Manager]

### Clause Manager

**Level Information** \*Required Fields

Global Clause  Location Clause  Agent Clause

**Clause Information**

\*Category: Title

\*Clause:  Add New...  Condition of Title

\*Clause Text: sample language

Save Delete Cancel

- When in a transaction select the pencil icon to display all available clauses. Select a clause and click “Use Clause.”

abc property - ZipForm Online ®

File Edit View Tools Help ZipForm

Selected Form: WB-1 - Residential Listing Cont 1 of 6 99%

My Transaction

Transaction Forms

- WB-1 - Residential Listing Cont
  - Page 1
  - Page 2
  - Page 3
  - Page 4
  - Page 5
  - Page 6
- WB-41-1 - Notice Relating to C
  - Page 1

Remove Selected Form

Library Forms

WRA - Wisconsin Add

Alphabetic Categorized

- ADEED - Addendum E - E
- BCIDF - REALTORS® Assn
- BLAADD1 - Blank Addendu
- BLAADD2 - Blank Addendu
- BLAADD5B - Blank Addend
- BLADNP - Nonstandard Rel
- BLANKAD-1 - Blank Addeni
- BLANKAD-2 - Blank Addeni
- BLANKAD-3 - Blank Addeni
- BLANKAD-4 - Blank Addeni
- COVER - Wisconsin REALT
- CSR - Confirmation/Showi
- MFD0F - REALTORS® Assi
- PROBC - SCWMLS Busines
- PROCO - SCWMLS Condo I
- PROFF - SCWMLS Farms/F

Approved By: [Name] in Department of Regulation and Licensing Wisconsin  
4-1-99 (Option Date) 11-1-99 (Mandatory Date)

**WB-1 RESIDENTIAL LISTING CONTRACT - EXCLUSIVE RIGHT TO SE**

1 SELLER GIVE BROKER THE EXCLUSIVE RIGHT TO SELL THE PROPERTY ON THE TERMS SET FORTH IN THIS LIS  
2 ■ **PROPER DESCRIPTION:** Street address is: [Address] County of [County] per line 2  
3  
4 Wisconsin  
5 ■ **TE**  
6 Select: [Agent] Legend [Broker] [Office] [Agent]  
7  
8 **TERM**  
9 OCCUR [Title] ) \$  
10 **PRO** Title es as de  
11 **the C** Condition of Title **rented v**  
12 **ADDI** Clause: sample language **action.**  
13  
14  
15 **ITEM**  
16  
17 ■ **CC**  
18 **other**  
19 and a  
20 2) and u  
21  
22 ■ **TI**  
23  
24  
25 Other [Name] those identified in the attached real estate condition report dated [Date] (st  
26 estate condition reports) and [Name]

Use Clause Cancel

My Transaction

Transaction Forms

- WB-1 - Residential Listing Cont
  - Page 1
  - Page 2
  - Page 3
  - Page 4
  - Page 5
  - Page 6
- WB-41-1 - Notice Relating to C
  - Page 1

Remove Selected Form

Library Forms

WRA - Wisconsin

Alphabetic | Categorized

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- MFDGF - REALTORS® Assi
- PROBC - SCWMLS Busines
- PROCO - SCWMLS Condo I
- PROFF - SCWMLS Farms/F

Approved by Wisconsin Department of Regulation and Licensing  
 4-1-99 (Optional Use Date)  
 11-1-99 (Mandatory Use Date)

Wisconsin REALTOR

**WB-1 RESIDENTIAL LISTING CONTRACT - EXCLUSIVE RIGHT TO SELL**

1 SELLER GIVES BROKER THE EXCLUSIVE RIGHT TO SELL THE PROPERTY ON THE TERMS SET FORTH IN THIS LISTING.

2 ■ **PROPERTY DESCRIPTION:** Street address is: \_\_\_\_\_

3 \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, County of \_\_\_\_\_

4 Wisconsin. Insert additional description, if any, at lines 237 - 247 or attach as an addendum per line 248.

5 ■ **TERMS OF LISTING: LIST PRICE:** \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

6

7 **TERMS:** Cash or equivalent at closing or \_\_\_\_\_

8 **OCCUPANCY DATE:** \_\_\_\_\_ **OCCUPANCY CHARGE:** (if Seller occupies after closing): \$ \_\_\_\_\_ per d

9 **PROPERTY INCLUDED IN LIST PRICE:** Seller agrees to include in the list price all fixtures as defined at lines

10 excluded at lines 15 - 16. **CAUTION: Exclude fixtures not owned by Seller such as rented water softener**

11 **the Offer to Purchase will determine what property is included or excluded in the transaction.**

12 **ADDITIONAL ITEMS INCLUDED IN THE LIST PRICE:** \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 **ITEMS NOT INCLUDED IN THE LIST PRICE:** \_\_\_\_\_

16 \_\_\_\_\_

17 ■ **CONDITION OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by w

18 other conveyance as provided herein) free and clear of all liens and encumbrances, except: municipal and z

19 and agreements entered under them, recorded easements for the distribution of utility and municipal services,

20 and use restrictions and covenants, general taxes levied in the year of closing and **sample language**

21 \_\_\_\_\_ (provided \_\_\_\_\_ of the foregoing prohibit present use

22 ■ **TITLE EVIDENCE:** Seller shall provide evidence of the condition of \_\_\_\_\_ in the form agreed to in the i

23 ■ **SELLER REPRESENTATIONS REGARDING PROPERTY CONDITION:** Seller represents to Broker that as c

24 Listing, Seller has no notice or knowledge of any conditions that affect the Property or transaction (as defined at

25 other than those identified in the attached real estate condition report dated \_\_\_\_\_ (see lines 103 -

26 \_\_\_\_\_ (see lines 103 - \_\_\_\_\_)

