

Downloading Forms from Form Simplicity

Before you begin: Please be sure you are using the most updated version of Adobe Reader. Additionally, it is good practice to periodically check that you are using the most updated forms.

Once you are on Form Simplicity, navigate to **Blank Forms** and select **Florida** to see all Florida Realtors forms. Use the checkboxes to select the forms you want to download. Click the Download button.

The screenshot shows the Florida Realtors Form Simplicity interface. The 'Blank Forms' tab is selected and highlighted with a red box. Below the navigation bar, there are tabs for 'Forms Library', 'Forms Packages', and 'Clauses'. A search bar is present with a 'Search Forms Library' button. Below the search bar, there are buttons for 'Add to Transaction', 'Print', 'Email', and 'Download' (highlighted with a red box). A dropdown menu is open, showing 'Board - Northeast Florida Association' and 'Florida' (selected). Below the dropdown is a table of forms with columns for 'Title', 'Form', 'Type', and 'Last Updated'. The first five rows have checkboxes in the left margin, which are highlighted with a red box. The table contains the following data:

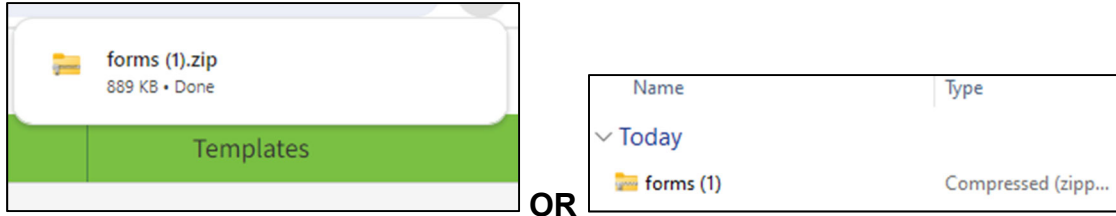
	Title	Form	Type	Last Updated
<input type="checkbox"/>	Q Addendum to Contract	ACSP-4.xdp	Miscellaneous Contract Addenda and Supplements	27 JUN 2017
<input type="checkbox"/>	Q Addendum to Vacant Land Contract A. Back Up Addendum	VLCA-1a.xdp	Addendum/Amendment	09 MAR 2021
<input type="checkbox"/>	Q Addendum to Vacant Land Contract B. Kick Out Clause	VLCA-1b.xdp	Addendum/Amendment	09 MAR 2021
<input type="checkbox"/>	Q Annotations Feature Instructions_Florida	Annotations_Feature Instructions_Florida.pdf		
<input type="checkbox"/>	Q Appraisal Gap	AGA-1.xdp	Miscellaneous Forms	07 SEP 2022
<input type="checkbox"/>	Q AS IS Residential Contract for Sale and Purchase	FloridaRealtors-FloridaBar-ASIS-6x.xdp	FL Realtors/FL Bar Residential Contract	01 JUL 2023

In the Download pop-up review the options. To keep your forms editable, uncheck the box “Disable editing”. To download the forms in a single folder, be sure to select “Download as a .ZIP file.” Then click Download form. After downloading, please note that you will need to extract the files before you can use them.

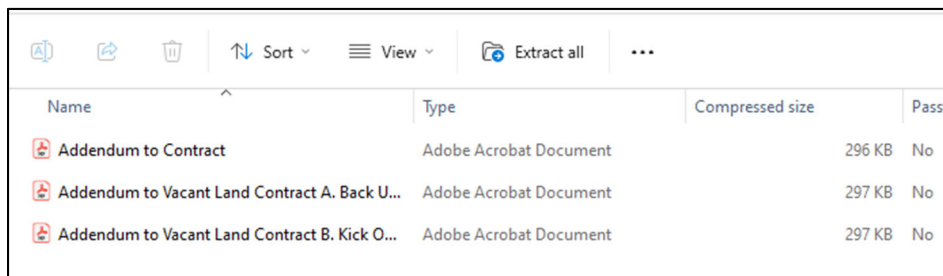
The screenshot shows a 'Download' pop-up dialog box. It has a close button (X) in the top right corner. The dialog contains two checkboxes: 'Download as a .ZIP file' (checked) and 'Disable editing' (unchecked). A green 'Download form' button is located at the bottom right of the dialog. The dialog is set against a dark background.

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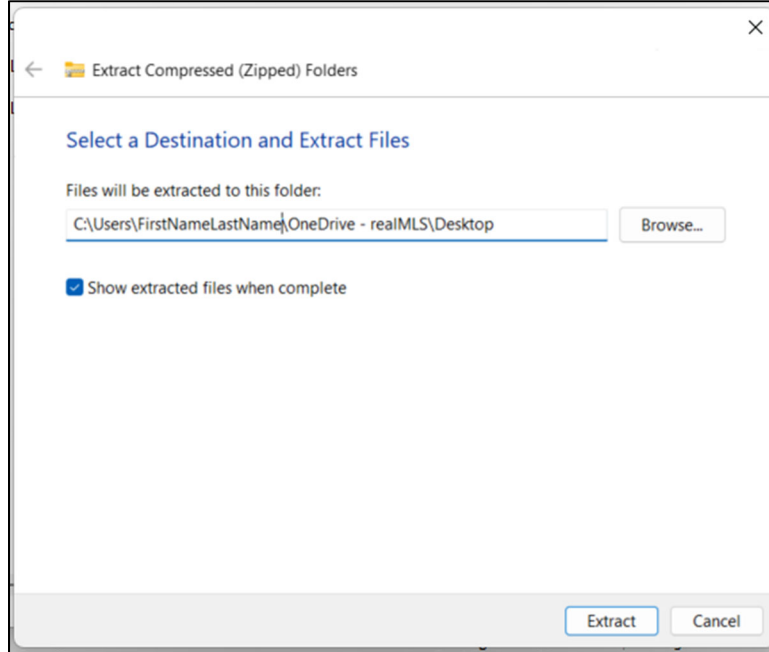
In the upper right corner, you will see a pop up with your Zip file folder (If you are unable to locate the folder in your browser, try going to your downloads folder and look for the zip file)



When you open your file, notice the option "Extract all" at the top of the file toolbar. Click Extract all. If you are unable to locate this option, right-click on the zipped folder and select an option like "Extract All" or "Unzip". This initiates the extraction process.



Take note of where your file will download on your computer then Extract.



Your documents are now ready to use. Please note that data may not be saved within the form, it can still be printed from it.