

Form Simplicity Tutorial Links

Tracking Electronically Created and Signed Transactions

Members of Arkansas REALTORS®' Association have access to Form Simplicity software, which provides members with the ability to easily create, send, sign, and store real estate forms electronically. Click [HERE](#) to view a short 5-minute tutorial video demonstrating the simple step- by-step e-sign process for creating electronic signatures.

Brokers using Form Simplicity have the ability to easily create forms packages to include commonly grouped forms necessary for completion of any type of real estate transaction (listing, sale, lease, etc.) and make those packages available to their agents, brokerage-wide. This timesaving feature ensures the broker's agent has all the necessary forms required to complete any transaction type in one package. The forms packages feature allows the broker or agent to upload additional documents (warranty deed, closing information sheet, closing disclosure) to the forms package, which can be added to a contract and signed electronically by clients and customers. Click [HERE](#) to view a short tutorial video demonstrating the simple step-by-step process for setting up forms packages.

Brokers using Form Simplicity can use the program to supervise their agents' preparation of real estate contracts, emails, broker checklists for required documentation, see an overview of all active transactions, and search for specific transactions, while maintaining a paperless office. Click [HERE](#) to view a short tutorial video exploring the features of the Broker View feature.

NOTE: Transcripts for the videos are available upon request.