

Ordering Standard Forms

Frequently Asked Questions (FAQs)

Q: Can you send me an order form?

A: Yes. For a faxable order form [click here](#).

Q: Can you fax me a “sample” copy of a form?

A: We can fax you a “sample” copy, but we recommend going to our web site (www.parealtor.org or www.bsre.biz/pa) for a copy, since they are more legible on line.

Q: Can I purchase just one form or do I have to buy a whole pack?

A: BSRE only sells forms in packs of 10 or 25 (usually 25), depending on the form. Try contacting your local board of REALTORS. Some of the board offices sell BSRE forms either in packs or single.

Q: Do you offer electronic forms?

A: Yes, we have 4 vendors that sell our forms electronically. Visit our website at www.parealtor.org, Member Resources, Standard Forms, Electronic format, for a complete list of available vendors.

Q: I need a form right now! Can you fax me one to use?

A: No. As much as we'd love to help you out of a jam, BSRE forms are protected by copyright, and faxed forms are only for your inspection before you purchase a pack of forms.

Q: If I am in the Harrisburg area can I stop by your office and pick up some forms?

A: No. A warehouse in Erie stocks and ships the forms for us, so it is not possible for you to drop by and pick them up.

Q: How do you ship the forms? When will I receive them?

A: All of the forms are shipped by UPS ground service from our warehouse in Erie. It normally takes approximately 7-10 days from when you place the order to receive the forms.

Q: I have a federal express account so could you ship my forms by federal express?

A: Yes. Just provide us with your 9-digit account number.

Q: It is possible to ship my forms overnight?

A: Yes, we do have the ability to overnight packs; however, additional charges will apply.

Q: Is there somewhere to get one copy of the Lead Paint Brochure that you sell?

A: Yes, you can visit the [EPA's website](#) where you can print a copy of the brochure; however, it will not be in booklet format.

Q: How can I pay for my forms? Can I be billed later?

A: You can pay by any major credit card (Visa, Master Card and American Express). Once you have an established account you can be invoiced and pay by check or money order.

Q: Does BSRE offer any discounts on forms?

A: As a member of PAR you receive special pricing on all forms. Also there is an additional discount of 10% off the cost of shipping if you order and pay in the Credit Card only store.

Q: My assistant ordered the wrong form, can I return them?

A: Yes. However, all forms must be unopened and of the current revision date. Also a Return Authorization Form must be requested within 10 days of invoice date for credit. A restocking fee of \$10 plus \$1.00 per pack returned will be deducted from the credit amount. Forms returned after 5 days from the date indicated on the Return Authorization Form, not of the current revision date, or returned without an approved Return Authorization Form will not be credited.