Setting up Forms Packages in Docs+

To make it easier to put together a transaction, you may want to set up form packages. This will pull forms from multiple folders, such as your office forms, board/association forms, MIRealtor forms, etc with just one selection.

Office brokers and admins can set up packages for the entire office and agents can set up packages for themselves.

- 1. Access Docs+ from Remine.
- 2. Select Package Library from the menu on the left.



3. If you are an agent setting up your own package, select My Packages and skip to step 5. If you are a broker or office admin, select More Groups.



- 4. Brokers and admins, after selecting More Groups, click on the office for which you want to add the forms package.
- 5. Click the Add Package icon at the top of the page.

+	+	Filter	 Sort	 Select All
Folder	Package			
	Sec			

6. Give the package a name and click the Add Content button to select the forms to be included.

Document Package Name Give this Document Package a name to describe it	
Package Name	
Contents These are the Documents in the Package. You can preview and customize each of them.	
Add Content	2

7. Click the office name to select forms from the office folder and click Realcomp to access Realcomp, board/association, Michigan, or other forms available to you. Click any of the folder names to see the forms within that folder.

Q Search								
Filter Forms: 💿 All Forms 💿 Buying Side 💿 Listing Side								
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Livingsto	Livingston County							
🔲 🛅 Michiga	n Association of Realtors	39 Items	05-17-2021					
	Acknowledgement of Change of Designated Agent/Supervisory Broker (Form W)							
	Addendum to Listing Contract							
	Authorization to Furnish TILA-RESPA Integrated Disclosures							
	Buy and Sell Agreement (Form A)							
	COVID-19 - ADDENDUM TO PURCHASE AGREEMENT COVID-19 EVENT EXTENSION							
	COVID-19 - SHOWING CERTIFICATION AND RELEASE (Buyers)							
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- 8. Place a checkmark next to any form that you wish to include in your package. Click Next at the bottom of the screen when finished.
- 9. Review the forms that you have selected. Click Add Content to add additional forms. Click Done when finished.
- 10. This package will now be saved with the name that you gave it for future use in online forms.

If you have additional questions, please contact Realcomp's Customer Care at (866) 553-3430.