Creating Transaction Templates in SkySlope

In SkySlope you can create personal form templates if you are an agent. Brokers and office assistants can set up office-wide templates.

1. Log into the Realcomp Dashboard and click the SkySlope icon.

		Good Mo	orning, TA	MI!			
		lt's 49°F in Gr	osse Pointe, an	d feels like 47°	F 🔆		
REALCOMP APPLIC	CATIONS						
RCO3°	oneheme Agent	Paragon Connect	Paragon Classic	NEW (+) Add-Edit	remine	remine deca*	NEW S SkySlope
RCO3/Matrix	OneHome Age	Paragon Conn	Paragon Classi	Add/Edit	Remine Pro	Remine Docs+	SkySlope

2. In SkySlope, click the Templates tab at the top of the page.

FORMS	Files	Templates	Browse Libraries	Clauses	Buyer Agreements	Leaderboard	
			+ Create	Q Se	arch		
			郃 All Files (72)	🐣 My File	s (13) 📑 Archive (55		
			File Name			Representation	Forms & Env

3. Click the Create Template tab or the Create Template button.

Templates	
My templates Create template	
1 PERSONAL TEMPLATE	+ Create Template

4. Select what type of template you are creating.

What type of template would you like to create?				
Buyer Representation agreements, related advisories, or broker-required notices.	Seller Listing agreements, seller disclosures, and required notices or waivers	Landlord Lease listing agreements, rental disclosures, and broker-required notices or waivers.		
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Tenant Lease agreements, tenant disclosures, and broker-required notices or waivers.	Other A place to keep miscellaneous forms that help you get your work done.			
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5. Give the template a name. If you are a broker or office assistant, you have the option to share this template with your agents. Click Continue.

Wha	at should we name this template?
В	luyer's forms
Plea	Yes No ase select a region:
~	Share with everyone in my brokerage

6. To find the desired forms. You can use the search bar or Use the All Libraries dropdown list to narrow the list of forms. When you find a form you want to include in this template, click Add to the right of the form name.

Select the forms y	rou would like to add to your template.	٩
Filter results by	All libraries	
303 FORMS	Detroit Association of Realtors - DAR Greater Metropolitan Association of Realtors - GMAR	
72-48 Hour Cor	Grosse Pointe Board of Realtors - GPBOR Lapeer and Upper Thumb Association of Realtors - LUTR Livingston County Association of Realtors - LCAR	⊕ Add
72-48 Hour Cor	Michigan Realtors - MIR	⊕ Add
Addendum - An	North Oakland County Board of Realtors - NOCBOR Realcomp	Add
Addendum - An	Don't see what you're looking for? Add additional association libraries	⊕ Add
Addendum - An	nendment (4) - GMAR	⊕ Add
Addendum - An	nendment - DAR	① Add

7. When you have selected the desired forms, Click Continue in the bottom right corner of your screen.

Residential Real Estate Purchase and Sale Agreement (Buver) - Realcomp	2 FORMS ADDED	View ^ Continue
Residential Lease Listing Form - Realcomp	⊕ Add	
Residential Lease Agreement - Realcomp	⊕ Add	
Purchaser Agency Agreement- Traditional - Realcomp	⊖ Remove	
· · · · · · · · · · · · · · · · · · ·	0	

8. Next, the forms will load and you can prefill any fields that always contain the same information. When you are finished filling in these fields, click Save and Share in the lower right corner.

	NOW, THEREFORE, in consideration of the premises, and of the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and
Add Forms Decuments	Save Template Seve and Share

If you have questions, please contact Realcomp's Customer Care at (248) 553-3430 or by email at support@realcomp.com.