

How to use the General Notice form

AREA provides members with notice forms to support the Residential Purchase Contracts (RPC). First published in 2016, the [General Notice form](#) is the latest addition to our notice forms.

Each notice has pre-printed language suitable to its intended purpose, so that you do not need to insert additional wording. This mitigates the risk of error that comes with inserting your own wording. For example, the *Notice (For waiver/satisfaction of conditions)* includes the correct language to give notice to remove a condition:

“I, the ____ (seller or buyer), unilaterally waive or have satisfied the following condition(s):

_____.

To choose the proper form, look at the “for use” statement in red font beneath the title of each notice and select whichever best aligns with your needs. Examples:

<p>NOTICE (For buyer void option)</p>	<p>NOTICE (For waiver/satisfaction of conditions)</p>	<p>NOTICE (For general notice)</p>
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When would you use the General Notice?

We have heard of situations where the General Notice form was used to waive conditions. This is not the intended purpose of the form, but it is not necessarily incorrect, if the appropriate wording is included to clearly communicate that a condition is being waived or satisfied.

What is the General Notice form used for? It is used by all parties to a contract to communicate important information to each other. It was created to help REALTORS® who called AREA and said, “I have to tell the buyer/seller something. What form should I use?” Unlike the other notice forms, it contains no guiding language. Among other reasons, you could use it for:

- **Change in representatives.** Clause 14.3 of the Purchase Contract states: “If the authorization information changes, the seller and buyer agree to give written notice to the other party as soon as the change is known so that future notices may be sent to the property person and place.” The General Notice can be used to give this communication.
- **Completion of work.** The Purchase Contract may contain an agreement that the seller is to complete work which is to be inspected by the buyer’s inspector. The seller could use the General Notice to advise that the work is completed and the inspection can occur.
- **Tenant has vacated property.** The Purchase Contract may contain an agreement that the buyer will be notified when a tenant has vacated the property so that the buyer can have access for some purpose. The General Notice could be used for that communication.

Questions?

Contact the AREA Forms team with any questions about the General Notice or other AREA Forms – forms@albertarealtor.ca or 1.800.661.0231.