

Louisiana Real Estate Commission
State of Louisiana
Office of the Governor

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

AUGUST 21, 2025
MEETING MINUTES

On Thursday, August 21, 2025, the Louisiana Real Estate Commission (“LREC” and/or “Commission”) conducted its Standardized Forms Committee meeting in-person and at the Commission’s domicile office located at 9071 Interline Avenue, Baton Rouge, LA 70809 in accordance with La. R.S. 37:1430 *et seq* and other applicable law.

Commission Members Present:

Mr. Joseph Pappalardo, Jr., Chair (Sup. Ct. Dist. 7)	Ms. Synde Devillier, Vice Chair (Sup. Ct. Dist. 6)
Mr. Theodore Major, Secretary (At-Large)	Ms. Hanna Chustz (Sup. Ct. Dist. 5)
Mr. Tony Cornner (3 rd Congress. Dist.)	Mr. Jeff Free (Sup. Ct. Dist. 2)
Ms. Doneva Halphen (Sup. Ct. Dist. 1)	Ms. Carole Horn (At-Large)
Mr. Matt Ritchie (Sup. Ct. Dist. 4)	Ms. Gladys Smith-Coward (Sup. Ct. Dist. 5)

Commission Members Absent:

Ms. Paula Duncan (Sup. Ct. Dist. 3)

Staff Present:

Ms. Summer S. Mire, Executive Director	Mr. Thomas E. Devillier, Dep. Dir. / Exec. Counsel
Mr. Jeremy Travis	

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Others Present:

Ms. Lynda Butler

Mr. David Favret

Ms. Jennifer Hebert

Ms. Abbey Mack

Mr. Austin Polk

Mr. Rick Roberts

Mr. Chris Donaldson

Mr. Kirk Frosch

Ms. Juli Jenkins

Ms. Shirin Nail

Ms. Prissy Reap

Ms. Evelyn Wolford

I. CALL TO ORDER

Committee Chair Halphen called the meeting to order at or about 12:00 p.m. See attendance detailed above.

II. MANDATORY FORMS REVISIONS

Commissioner Halphen led a discussion on recommended revisions to the Commission's Mandatory Forms. Halphen stated the committee would begin with suggestions submitted for the *Property Disclosure Document* then move to the *Louisiana Residential Agreement to Buy or Sell Agreement* form. Revision suggestions for both Mandatory Forms were submitted via the Commission's website in the months leading up to the committee meeting. As committee chair, Commissioner Halphen guided the group review of both forms, navigating discussions for each submission.

Regarding the *Property Disclosure Document*, the committee decided to make the following changes:

- Update incorrect wording in question 12, which mistakenly referenced section 3, instead of section 6.
- Add an additional option for question 12. Option d would read "Have there ever been insurance claim(s) to the property? If yes, include all known claims, losses, work history, and payment history."
- Add blank space for year for questions 1, 8, and 10.
- Add details for number and approximate age of water heaters regarding question 18.
- Reword question 22 to read "Are you aware of any defects with the fireplace(s)?"
- Add carbon monoxide disclaimer to question 24.
- Reword question 24b to read "If leased or financed, please list service provider(s) and contact information."
- Add "See attached historic disclosure" to question 40.

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Regarding the Louisiana Residential Agreement to Buy or Sell, the committee decided to make the following changes:

- Update Electronic Notice Authorization
- Update “Listing Firm” and “Selling Firm” from page 1.
- Remove blank lines 20 through 22 and 34 through 36.
- Add additional spacing to line 7.
- Remove the word “day” from pages 1 and 11; add additional spacing for the date on both pages.
- Remove buyer and seller initials from page 11.
- Include “all installed hardware” to line 16.
- Change verbiage of Mineral Rights section to read “Will Seller reserve mineral rights? Yes or No?”
- Update verbiage of Deposit section beginning at line 124.
- Move verbiage at line 267 to follow verbiage beginning at line 257.
- Update website link at line 344.
- Change misspelling from “insure” to “ensure”.
- Remove “Deposit Addendum” at line 391.
- Remove additional checkboxes for “Date/Time” at lines 428, 434, 448, and 454.
- Relocate “Appraisal” lines 113 through 123 to begin at line 268.
- Relocate “Home Service/Warranty” lines 269 through 289 to begin at line 297.
- Relocate “Additional Terms and Conditions” lines 358 through 369 to begin at line 60.
- Remove lines 76 through 80; add “other financing conditions”.
- Relocate lines 335 through 352 to begin at line 399.
- Relocate “Deadlines” lines 354 through 356 to follow line 421.

III. ADJOURNMENT

Commissioner Cornner made a motion to adjourn, which was seconded by Commissioner Horn, and unanimously approved.