

Law Forms — New York

ACCIDENT (also see—MOTOR VEHICLE)

T1600 Notice of intent to claim, motor vehicle MVAIC

ACKNOWLEDGMENT (also see—SUMMONS)

T 214 Indiv. corp., ptrn., witness & LLC.

AFFIDAVIT OR AFFIRMATION (also see—DOMESTIC RELATIONS—JUDGMENT—SUMMARY PROCEEDINGS)

Affidavit of Net Worth (DRL §236) Software

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CD program for unlimited use, Cat. No. 4600,

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93 Affidavit, Power of attorney in full force
T 175 Affidavit, Subscribing witness to will, at testator's request, SCPA 1406
P 117 Blank, any purpose

Affidavit of Service (and affirmation where appropriate)

B 250 Affidavit, Add. mailing of summons, CPLR 321.5: default judg., bl ct.
T 321 Affidavit, Mail service of papers and attorney's affirmation, blank ct.,
B 151 Affidavit, Summons or subpoena, personal or alt. service, ind. or corp., military service statement

ANSWER (also see—NOTICE OF APPEARANCE)

T 600 Answer, blank ct.

APPELLATE DIVISION (also see—CALENDAR PRACTICE—RETAINER)

T 471 Notice of appeal
A 477 RADI form A, Civil, App. Div, 2nd Dept.
T 482 RADI form C, Civil, App. Div. 2nd Dept.

APPLICATION (also see—LANDLORD & TENANT)

T 601 Application for index number, CPLR 8018(a)2

ATTORNEY (also see—POWER OF ATTORNEY)

X 317 Consent. change (substitution) of attorney, blank ct.

CALENDAR PRACTICE (also see—AFFIDAVIT OR AFFIRMATION)

Business Records

B 32 Certification of business records, CPLR §3122-a(a)
B 31 Notice of intent to offer business records authenticated by certification, CPLR §3122-a(c)
B 33 Notice that items produced pursuant to subpoena are available for inspection and copying, CPLR §3120(3)
B 34 Subpoena duces tecum, medical records, witness' stipulation, CPLR §2305(b)

Demand and Request

B 399 Request for judicial intervention, 22 NYCRR 202.6
B 344 Demand for jury
T 305 Request for preliminary conference, 202.12(a)

Health and Hospital Records (also see—ACCIDENT)

T 555 Authorization for release of health information pursuant to HIPPA, OCA 960
C 542 Request for hospital record & medical report, for use by attorney to examine client's record
T 543 Request for patient information, PHL§18

T3129 Authorization to release medical and hospital records

Notice of Motion

384 Universal notice of motion

Note of Issue

B 537 Note of issue, certificate of readiness, all departments

Notice of Trial and Certificate of Readiness

B 168 Notice of trend or request with statements, Civil Ct., one side typing, 22 NYCRR 208.17
B1468 District Ct., one side typing, 22 NYCRR 212.17

Preliminary Conference

T 305 Request for preliminary conference, 22 NYCRR 202.12(a)

CERTIFICATE (also see—CALENDAR PRACTICE)

Business Certificate (Trade Name, DBA's, Assumed Name)

T 639 Amendment of assumed name, corporation
T 224 Amended business certificate. ind. or partners
T 341 Cancellation of business certificate, individual
T 176 Cancellation of partnership certificate
T 339 Certificate of use of assumed name by corporation
X 74 Conducting business as partners (corp. may be a partner)
X 201 Conducting business under trade name, individual
T 638 Discontinuance of assumed name, certificate of

CIVIL COURT (also see—ENFORCEMENT OF JUDGMENT—SUMMARY PROCEEDINGS—SUMMONS)

B 300 Notice of appear., answer, demand for bill of particulars
B 168 Notice of trial or inquest, certificate of readiness 22 NYCRR 208.17
B 314 Stipulation discontinuing action
B 319 Judgment on default
T 306 Judgment on default, verified compl., non-military service
B 323 Judgment on inquest or after trial

CONDOMINIUM

M124 Contract of sale, residential condominium unit
M146 Contract of sale, Ass'n of the Bar of the City of N.Y.
A 101 Lease of a condominium unit
M102 Lease of a condominium unit, comprehensive, 11 pps., 12/pkg.
T 366 Notice of lien for common charges, Condominium Act, RPL §339-z, 339-aa

CONTRACT (also see—CONDOMINIUM—COOPERATIVE APARTMENT—Nationwide Forms)

125 Real estate, residential, jt. bar association form, 6 pps.
B 122 Purchase offer real estate (binder), plain English
M124 Real estate, sale of residential condominium
M146 Real estate, condominium, Assn. of the Bar of the City of N.Y.
154 Real estate, sale of office, commercial and multi-family residential purposes, Assn. of the Bar of the City of N.Y.
8126 Real estate, capital region
M1128 Real estate, sale of land
P1122 Real estate, sale of land, shortest form
337 Real estate, sale of, short form, double sheet
A 311 Real estate, subordination of mortgage, NYBTU 8030

CO-OPERATIVE APARTMENTS

T 395 Acceptance of, assign., assumption of proprietary lease
T 396 Assignment of proprietary lease
397 Consent and assignment of proprietary lease
123 Contract of sale, financing condition, NYSBA form
T 394 Recognition agreement, joint bar committee form
86 Sublease of a cooperative apartment, 13 pp

CORPORATION

New York Incorporation Online, \$239.25

with custom minutes and by-laws containing the information from the online incorporation questionnaire. Includes disbursements to State of NY (\$135) and Spartan corporate kit.

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Business Corporation Law (BCL)

- 639 Amendment of assumed name, certificate, corporation
- T 339 Assumed name, certificate of use by corporation
- T 638 Discontinuance of assumed name, certificate of
- T 333 Dissolution certificate, BCL Sec. 1003
- A 234 Incorporation certificate, business, BCL Sec. 402
- A 191 Incorporation certificate, not-for-profit corp

Not-for-Profit Corporations online at
www.blumberg.com/nynonprofit

DEEDS All forms Individual or Corporation and include lien clause

- 298 Administrator's
- A 291 Bargain & sale, covenant, NYBTU 8007, long form
- T 691 Bargain & sale, covenant, NYBTU 8002, short form
- A 289 Bargain & sale, no covenant, NYBTU 8006, long form
- T 689 Bargain & sale, no covenant, NYBTU 8001, short form
- A 296 Executor's NYBTU 8010, long form
- T 278 Executor's NYBTU 8005-A, short form
- A 293 Quitclaim, NYBTU 8009, long form
- T 693 Quitclaim, NYBTU 8004, short form
- M 294 Quitclaim, long form D
- P 694 Quitclaim, short form D
- P 1693 Quitclaim, 1 side recording D
- M 297 Referee's, in foreclosure F
- A 285 Warranty, full covenants, NYBTU 8008, long form
- P 688 Warranty, full covenants, short form A
- 1688 Warranty, full covenants, 1 side recording A
- 290 Warranty, basic covenants, long form A
- P 678 Warranty, basic covenants, short form A
- P 1678 Warranty, basic covenants, 1 side recording A

DEMAND (also see—JURY—NOTE—NOTICE OF APPEARANCE)

- T 132 Demand for service of complaint, CPLR 3012 (b)

DISCLOSURE (also see—REAL ESTATE)

- 436 Notice to take deposition on oral exam, negligence, Blank Ct.,
- 438 Notice to take deposition on oral exam, general use, Blank Ct.

DOMESTIC RELATIONS

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- T 179 Affidavit of residence of child, DRL 75j
- A 455 Retainer agreement, Matrimonial Rules, based on clauses approved by the NY Chapter of the American Academy of Matrimonial Lawyers and the Family Law Sections NYSBA Bar Association

- T 158 Summons, divorce action, blank relief, UD-1

ENFORCEMENT OF JUDGMENT (Article 52 CPLR)

Income Executions

- T 439 Blank Court
- T 139 Support enforcement, blank court CPLR 5241

Property Executions

- T 120 Blank ct., notice to garnishee
- 460 Blank ct., without notice to garnishee
- B 320 Civil Ct., notice to garnishee

Supplementary Proceedings (a) Information Subpoenas;

use with Questionnaires under (b) below

- 412 Civil Ct. with restraining notice and notice to garnishee or witness,
- X 417 Blank Ct., to judgment debtor or to witness

(b) Questionnaire, also see above (a) Information Subpoena

- 351 Questions for individual debtor, blank ct.
- W 251 Questions for corporate debtor, blank ct.
- T 427 Questions financial institution, use with information subpoena, No. T 410, X 407 or X 417
- W 451 Questions for individual debtor, blank ct., use with information subpoena, No. T 410, T 407 or X 417

(c) Subpoenas to judgment debtor, or witness third Party:

use separate notice if subpoena does not contain restraining notice

- 412 Information subpoena, restraining notice to garnishee, CPLR 5222(e), certification, Civil Ct.
- 429 Subpoena duces tecum, judgment debtor, restraining notice, blank ct.,
- 418 Witness, duces tecum, restraining notice: blank ct.

(d) Restraining Notices (may be used with subpoenas)

- 421 Exemption notice & exemption claim form, CPLR 5222-a(b), serve two with restraining notices
- 415 To judgment debtor, CPLR 5222, blank ct.
- T 416 To garnishee, CPLR 5222, blank ct.

(e) Notice to judgment debtor

- T 426 Notice to judgment debtor, a natural person, CPLR 5222 (d) & (e) blank ct.

HEALTH CARE (also see—POWERS OF ATTORNEY, AGENTS, HEALTH CARE)

- P 70 Health care proxy, PHL 2980
- M 95 Same, with living will directives

JUDGMENT (also see—ENFORCEMENT OF JUDGMENT)

Default Judgment

- B 250 Affidavit of additional mailing of summons. CPLR 3215(f)(3), blank ct.
- X 157 Blank Court, judgment on failure to appear or plead
- B 319 Civil Court, judgment on default
- T 306 Civil Court, judgment on default, verified complaint, military service affid.
- T 1419 District Court, blank county
- 213 Stipulation and consent, vacate default judgment, CPLR §5015,

After Trial or Inquest—Judgment

- X 156 Blank Court, bill of costs (with CPLR sections)
- B 323 Civil Court, judgment on inquest or after trial

Miscellaneous

- X 245 Confession of judgment, ind., corp.: blank court
- B 242 Satisfaction of judgment, whole or partial, blank ct.
- T 1165 Uniform transcript of judgment: blank court

JURY DEMAND

- B 344 Blank Court

LANDLORD & TENANT (also see—SUMMARY PROCEEDINGS—Nationwide Forms)

DHCR Forms for Stabilized and Controlled Apartments

- 326 Rent stabilization rider, use with M56, T327 and A53, pkg. of 25 RSA Rider online as part of a collection of lease riders Cat. No. 61
- 330 Renewal lease (RTP-8), pkg. of 25, 3pt. carbonless sets
- 330CTY RTP-8 for Westchester, Nassau & Rockland

Forms prepared by Adam Leitman Bailey and Dov Treiman

- M 56 Lease of a regulated apartment, modern and comprehensive, 13pps.
- M 57 Lease of an unregulated apartment, modern and comprehensive, 13pps.
- 86 Lease of a cooperative apartment
- 65 Apartment house laundry service license
- 66 Apartment house laundry service lease
- 58 Apartment house rules, comprehensive
- 3210 Office license agreement

Residential leases revised with simplified language

- A 55 Apartment, rules, guaranty, acknowledgments, 4pps.
- T 186 Apartments in 2-5 family dwelling, single sheet
- A 261 Apartment in 2-5 family dwelling, furnished or unfurnished, brokerage cl., guaranty, acknowledgments, extra space
- T 327 Apartment, stabilized, substantial coverage, single sheet
- A 53 Apartment, stabilized, substantial coverage, furnished or unfurnished, guaranty acknowledgments, extra space
- T 48 Apartment, moderate coverage, single sheet
- A 303 Apartment, furnished, double sheet larger type, brokerage cl.,
- T 202 Apartment, from month to month
- A 101 Apartment unit in condominium, 8pps.
- M102 Apartment unit in condominium, comprehensive, 10 pps.
- A 495 House, furnished or unfurnished, moderate coverage
- A 54 House, furnished or unfurnished, most complete. brokerage cl.
- 3120NY House, with option to buy, plain English, furnished or unfurnished. Use with a contract of sale (NY contract form 337 included)
- T 313 Seasonal, house or apartment, vacation residence etc. single page guaranty, acknowledgments
- 315 Weekly vacation residence, furnished

Commercial leases

- 103 Comprehensive office lease, limited “good guy” guaranty, prepared by Arnold Mandell, Esq., 26 pp.
- 197 Extension of commercial lease
- 3210 Office license agreement
- 256 Office, loft, marginal headings, coverage, double sheet
- A 35 Store, loft, office, margin captions, full cls., dbl. sheet
- A 185 Store, Gilsey form security clause, double sheet
- 226 Store, security clause, substantial coverage, dbl. sheet

Miscellaneous forms related to Leases

- 67 Application for residential apt. §20-808, NYC Admin. Code,
- 223 Application to sublease apartment, RPL §226-b
- 483 Assignment of rent
- 286 Collateral assignment of leases & rents
- 36 Limited “good guy” guaranty, prepared by Arnold Mandell, Esq.,
- B 119 Notice to tenant, 3 days, non-payment of rent, English/Spanish: public assistance statement
- B 307 Notice to tenant, 30 days to terminate monthly tenancy or month-to-month
- 329 Sprinkler statement residential lease rider
- T 308 Ten day notice to quit where no landlord and tenant relationship exists

LIEN (also see—LIS PENDENS)

- A 167 Mechanic’s notice of: ind., part., corp. (N.Y.C. form)
- A 365 Mechanic’s notice of: ind., part., corp. (outside N.Y.C.)

- T 231 Mechanic’s lien, satisfaction of, ind., corp.
- T 386 Mechanic’s lien on public improvements
- T 362 Mechanic’s lien, waiver of
- T 366 Notice of lien for common charges, Condominium Act, RPL §339-z, 339-aa

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Prepared by Lauris G. L. Rall and Timothy J. Santoli

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| 1B—Manager Managed Single Member Operating Agreement | 2B—Member Managed, Multiple Member Operating Agreement |

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LIS PENDENS

- 368 Stip. canceling lis pendens, attorney’s affidavit, CPLR 6514 (d), Affirmation of atty. cancel lis pendens CPLR 6514 (e)

MALPRACTICE

- T 461 Notice of medical malpractice action, 22 NYCRR 202.56(b)

MORTGAGE, REAL ESTATE (also see—FORECLOSURE—Nationwide Forms)

- A 283 Mortgage long form, NYBTU 8014

Real Estate Bond/Note

- T 27 Mortgage note, NYBTU 8011

Simplified Language Mortgages and Notes

- M687 Collateral security mortgage
- P 666 Combined note and mortgage, short form
- P 670 Mortgage, short form
- M671 Mortgage, long form
- P 675 Mortgage note

Miscellaneous forms Related to Real Estate Mortgages

- P 679 Assign. of mortgage, covenant, NYBTU 8022, 8024
- P 586 Assumption of mortgage clause in assignment of lease
- T1624 Satisfaction of mortgage, 1 side recording
- T 275 Satisfaction of mortgage, NYBTU 8035

MOTION (also see—JUDGMENT—NOTICE)

- 37 Motion decision alert letter, NYCRR §202.8(h)

MOTOR VEHICLE

T1600 Notice of intent to make claim, MVAIC

NAME CHANGE

39 Petition & order, change name, counties outside NYC

NOTICE (also see—ACCIDENT—APPELLATE DIVISION—CALENDAR PRACTICE—CIVIL COURT—CONDOMINIUM—DEMAND—DISCLOSURE—LANDLORD & TENANT—LIEN—MOTOR VEHICLE—NOTICE OF APPEARANCE)

- T 471 Appeal, notice of
 T1183 Claim, notice of intent to sue any public auth. GML 50
 X 13 Claim & notice of intent to sue N.Y.C.
 T1600 Claim, notice of intent, motor veh., MVAIC
 B 438 Examination before trial, blank action: blank ct.,
 B 436 Examination before trial, negligence action: blank ct.
 T 461 Medical malpractice action, 22 NYCRR 202.56(b)
 435 New hire, ack. of wage rate, LL §195(1)
 64 Notice of intention to introduce into evidence a bill for automobile repairs, verification, CPLR 4533a.
 257 Notice of intention to introduce Xrays at trial, affirmation of physician, CPLR 4532a.
 258 Notice of intention to introduce into evidence a bill for service or repairs, verification or affirmation, CPLR 4533a.
 T 308 Ten day notice to quit where no landlord and tenant relationship exists
 384 Uniform notice of motion

NOTICE OF APPEARANCE

- C131 Blank court, appearance & demand
 B 300 Civil Ct., appear, answer, demand bill of particulars

POWER OF ATTORNEY (also see—AGENTS & HEALTH CARE—CORPORATION—Nationwide Forms)

- M 40 Non-statutory, commercial (business, finance & real estate), prepared by Donovan & Giannuzzi, LLP, 4 pp.
 93 Affidavit that POA is in full force and effect
 M 43 Statutory, non durable, affidavit of attorney, 6 pp.
 M 44 Statutory, durable, without affidavit of attorney, 4 pp.
 M 49 Statutory, effective at a future time (springing), durable, affidavit of attorney, 6 pp.
 M 51 Statutory, durable, affidavit of attorney, 6 pp.
 P 45 Statutory form, major gifts rider, 8½" x 11"
 462 Revocation of power of attorney
 P 70 Health care proxy 2 pps.
 M 95 Health care proxy with living will directives, 2pps
 P 42 Appointment of agent to control disposition of remains, GBL §453, 2 pps

REAL ESTATE (also see—CONTRACT—DEED—LANDLORD & TENANT—MORTGAGE, REAL ESTATE—Nationwide Forms)

- 130 Property condition disclosure statement, space for answers, 4 pps. letter size, CRPL §462

RELEASE (also see—LIEN—MORTGAGE, REAL ESTATE)

- T 472 To executor or administrator, with receipt, ind., corp.
 B 110 General, individual
 B 111 General, corporation
 T 112 General release, joint tortfeasor's clause, ind., corp.
 T 215 Lease, surrender of, ind., corp.

RETAINER, ENGAGEMENT

- P 490 Attorney's written letter of engagement, 22 NYCRR 1215
 548 Retainer, sliding scale, App. Div., 1st & 2nd Dept.
 T 540 Retainer, straight 33⅓%, App. Div., 1st & 2nd Dept. Statement as to Retainer
 B 541 Statement as to retainers, App. Div., 1st & 2nd Dept., blank fee. also condemnation
 549 Statement as to retainers, App. Div., 1st & 2nd Dept., sliding scale

B 538 Closing state., contingent fee, App. Div. 1st & 2nd Dept.

SEVERANCE AGREEMENT

- 98 Severance agreement & general release

STIPULATION

- 260 Adjourning trial, Blank Court
 213 And consent to vacate judgment, Blank Court
 X317 Change (substitution) of attorney, consent, blank ct.
 B 314 Discontinuing action, Civil Court
 B 493 Discontinuing action, blank court
 200 Extending time to answer, Blank Court
 259 Extending time to serve complaint, Blank Court

SUBPOENA (also see—ENFORCEMENT OF JUDGMENTS)

- C 73 Blank Ct., witness stipulation to remain subject to call
 B 69 Blank Ct., duces tecum, witness' stip. remain subj. to call
 B 72 Blank Court, duces tecum, , witness' stip. remain subj. to call, CPLR 2305(b)
 34 Same, for medical records, patient authorization, CPLR §3122(a),

SUMMARY PROCEEDINGS (RPAPL)

(a) Civil Court, Non-payment—also see (e) below

- T 138 Affidavit of rent due and owing, Civil Ct.
 T 140 Affidavit & order to vacate judgment of eviction
 T206b Original petition, non-payment business
 T207b Original notice of petition, non-payment business
 T206d Original petition non-payment dwelling
 T207d Original notice of petition, non-payment dwelling
 T 205 Request for final order

(b) Civil Court, Holdover, also see (e) below

- T 138 Affidavit of rent due and owing, Civil Ct.
 X210 Original petition, holdover-dwelling or business
 X211 Original notice of petition, holdover-dwell. or business
 T 205 Request for final order

(c) Blank Court, Non-payment, also see (e) below

- X444 Original petition non-payment dwelling or business
 X445 Original notice of petition, non-payment dwell. or bus.
 T 447 Warrant, non-payment, dwelling or business
 T 519 Judgment, evict. & rent, default, non-pay. dwell. or bus.
 T 523 Judgment, eviction & rent, trial or inquest, non-payment, dwelling or business

(d) Blank Court, Holdover, also see (e) below

- T 448 Original petition holdover, dwelling or business
 T 449 Original notice of petition, holdover, dwelling or business
 453 Warrant, holdover, dwelling or business
 T 530 Judgment of eviction, default, after trial or inquest, holdover, dwelling or business

(e) Eviction Proceedings Based on Any Grounds, Blank Court

- T 510 Original petition, any grounds
 T 511 Original notice of petition, any grounds

(f) "Blank" County, District Court, also see (e) above

- T1406 Original petition, non-payment, dwelling or business
 T1407 Original notice of petition, non-payment, dwell., or business
 T1408 Warrant, non-payment, dwelling or business
 T1412 Judgment, evict. & rent, default, non-pay., dwell. or bus.
 T1410 Original petition, holdover, dwelling or business
 T1411 Original notice of petition, holdover, dwell. or business
 T1409 Warrant, holdover, dwelling or business
 1414 Judgment of eviction, default, after trial or inquest, holdover, dwelling or business

(g) Notices

- 204 Landlord's notice to enter premises
- B 119 Notice to tenant, 3 days
- T 307 30-days, terminating monthly or month-to-month tenancy

SUMMONS: SUMMONS AND COMPLAINT (also see—AFFIDAVIT—NOTICE)

All summons are 12 pt. type.

- 266S Statement of service and acknowledgment of receipt, 3 pt. carbonless, black print, white sets, 25 sets to envelope

Blank Court

- B 106 Blank Ct. summons, with notice
- B 104 Blank Ct. summons, without notice

Civil Court

- 264 Served with a formal complaint
- B 268 Endorsed or annexed formal compl., 22 NYCRR 208.6(b)

District Court

- 1466 Endorsed complaint
- 1464 Serve with formal complaint

Justice Court

- T1161 Endorsed compl., 22 NYCRR 214.3(b)

Supreme Court

- T 163 Supreme Ct., summons with notice, annulment
- T 158 Supreme Ct., summons with notice, divorce action

TRANSCRIPT

- T1165 Uniform transcript of judgment, any court

WILL (also see—HEALTH CARE)

- T 175 Affidavit of subscribing witnesses
- M 95 Health care proxy with living will directives
- 3111 Affidavit of witnesses, memorandum of execution of will and instructions, 4 pp.
- P3202 Living Will
 - 177 Will, married person, affidavit of subscribing witnesses, execution instructions, 8pp.
 - 178 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8pp.

New Jersey

All consumer contracts for New Jersey comply with the New Jersey Plain Language Law effective April 15, 1982. The Publisher has received approval from the Attorney General.

APPROVAL OF A CONSUMER CONTRACT (OR ANY WRITING REQUIRED TO COMPLETE A CONSUMER TRANSACTION) PURSUANT TO THE PLAIN LANGUAGE LAW IS NOT AN APPROVAL BY THE ATTORNEY GENERAL OF THE CONTRACT'S SUBSTANCE OR OF ITS LEGALITY OR LEGAL EFFECT.

CERTIFICATE (also see—CORPORATION—Nationwide Forms)

- 928 Business name certificate

CORPORATION (see—Nationwide Forms)

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LIEN

- 973 Mechanic's lien claim

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LIMITED LIABILITY COMPANY FORMS

See Model Operating Agreements p. 13

POWER OF ATTORNEY (also see—Nationwide Forms)

- 931 General durable power of attorney
- 930 Statutory form, banking cl., disability options, NJS 46:2B-8

REAL ESTATE PRACTICE

- 922 Contract of sale, comprehensive form
- M916 Contract of sale, standard
- M913 Contract of sale, realty broker's attorney review section
- W123 Cooperative apt., sales contract, financing condition
- M912 Deed, quitclaim ind. or corp.
- M918 Deed, bargain and sale without cov. ind. or corp.
- 919 Deed, bargain and rate, covenant, ind. or corp.
- A 901 Deed, warranty, full covenants, ind., corp.
- M915 Lease, apartment, comprehensive form
- P 890 Lease, apartment, short form
- A 880 Lease, business, loft or office, marginal headings, double page
- P 889 Lease, house furnished or unfurnished
- 879 Lease, business

RELEASE (also see—REAL ESTATE PRACTICE—Nationwide Forms)

- P 908 General release, plain English

SEVERANCE AGREEMENT

- 801 Severance agreement and general release

WILL

- 977 Will, married person, affidavit of subscribing witnesses, execution instructions, 8 pp.
- 978 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8 pp.
- M911 Will, affidavit of executor and witness, self proving affidavit
- P3202 Living will
- 3111 Affidavit of witnesses, memorandum of execution of will and instructions, 4 pp.
- T 175 Affidavit of sub.scribing witness, SCPA 1406

California—also see Nationwide Forms

- 2101 Statutory general durable power of attorney

Connecticut—also see Nationwide Forms

CERTIFICATE

- T1221 Registration of trade name

DEED

- W1294 Quit claim deed, double sheet

LANDLORD & TENANT (also see—Nationwide Forms)

Leases

- M1251 Apartment, furnished or unfurnished
- A 880 Business premises, marginal headings, 28 clauses
- W1249 Business premises, double page
- M1252 House, furnished or unfurnished

POWER OF ATTORNEY (also see—Nationwide Forms)

- 1219 Advanced directives (optional): appointment of health care representative, living will or health care directives, document of anatomical gift and designation of conservator of the person
- M1220 General power of attorney, disability and inducement clause, Statutory Short Form

SEVERANCE AGREEMENT

- 1201 Severance agreement and general release

Florida—also see Nationwide Forms

- 1921 Equal dignity mortgage
- 1923 Contract, sale of unimproved real estate, with due diligence period,
- 1930 General durable power of attorney; acknowledgment and affidavit of agent.
- 1932 Designation of healthcare surrogate, acknowledgment, affidavit of agent
- 1940 Commercial lease, retail store
- 1945 Notice to residential tenant for rent due, 3 days
- 1945SP Notice to residential tenant for rent due, 3 days, English & Spanish,
- 1951 Residential house lease, unfurnished
- 1952 Residential lease, furnished apartment, schedule of furnishing,
- 1953 Residential apartment lease, unfurnished
- 1954 Lease of condominium unit
- 1956 General release by an individual
- 1957 General release by a corporation or LLC
- 1960 FL severance agreement & general release
- 1977 Will, married person, affidavit of subscribing witnesses, execution instructions, 8 pp.
- 1978 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8 pp.
- 3106 Land trust agreement

Georgia—also see Nationwide Forms

- 1875 Apartment lease, 2-3 unit building, furnished (with schedule), or unfurnished, 8pps.
- 1876 House lease, furnished (with schedule), or unfurnished, 8 pps.,
- 1877 House lease, unfurnished, 4pps.
- 1886 Statutory financial power of attorney, explanations, GA Code §106142 (2010), 7 pp.

Illinois—also see Nationwide Forms

- 3170 Statutory short form power of attorney
- 3171 Severance agreement and general release

Massachusetts—also see Nationwide Forms

- 3160 General durable power of attorney, healthcare proxy & living wishes statement, 6pp.

North Carolina—also see Nationwide Forms

- 54-305 Residential property and owner's association disclosure statement, 4 pp.
- 54-401 NC residential lease: apartment, condominium, house and mobile home
- 55-301 Deed of trust, 3 pp.
- 55-601 General warranty deed, 2 pp.
- 55-701 Quitclaim deed, 2 pp.
- 55-720 Release deed, 2 pp.

- 55-832 Statutory short form power of attorney, 2 pp.
- 55-835 Health care power of attorney, 4 pp.
- 55-890 North Carolina Living will

Ohio—also see Nationwide Forms

- 3230 Ohio statutory power of attorney, durable, 4 pp.

Pennsylvania—also see Nationwide Forms

- A1890 Apartment lease, comprehensive form for a multiple dwelling, furnished or unfurnished
- A1891 Apartment lease, owner occupied multiple dwelling, furnished or unfurnished
- A1892 Seasonal, short term lease. Used for vacation homes and seasonal terms
- A1893 House lease
- A1894 Lease of a condominium unit
- 1896 Commercial retail lease (e.g., store, strip center, shopping center), comprehensive short form. Revised and improved by Frank N. Tobolsky, Esq.
- 1898 Severance agreement and general release
- 1899 General durable power of attorney
- T3112 Inventory of furniture and furnishings (lease rider or checklist)

Texas—also see Nationwide Forms

- 3132 Severance agreement & general release
- 3145 Notice to vacate for breach of covenant
- 3146 Notice to vacate for nonpayment
- 3150 Statutory durable power of attorney
- 3151 Residential lease, unfurnished house
- 3152 Residential lease, furnished apartment, schedule of furnishings,
- 3153 Residential lease, unfurnished apartment
- 3157 Will, married person, affidavit of subscribing witnesses, execution instructions, 8 pp.
- 3158 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8 pp.

Nationwide

The generic forms listed below are intended for use in any state. Use them if specific forms under state headings in the catalog are not available. They should be adapted in compliance with local statutes and practice.

AFFIDAVIT (also see—PROOF)

- 93 Power of attorney is in full force and effect
- 3039 Affidavit of domicile (residence) and debts to obtain distribution from decedent's estate

ASSIGNMENT (also see—CORPORATION—LANDLORD & TENANT)

- T 225 General purpose, with power of attorney
- W483 Rent

AUTHORIZATION

- T3129 Authorization to release medical and hospital records

BANKRUPTCY

- 1031 Proof of claim, pkg of 48, with instructions

BILL OF SALE

- 310 Automobiles, airplanes, vehicles, assignments, ind. corp.
- M187 Business, bill of sale, affid. of title, restriction cl.
- 100 Chattels, personal property, with affidavit. ind. corp.
- T1100 Chattels, personal property, without affid., short form
- P1101 Personal property, with affidavit, attractive border

BULK TRANSFER—SALE OF A BUSINESS (UCC)

- W 82 Contract for Sale of Business, ind. or corp.
- W 81 Bill of Sale of Business-affidavit of title, restriction clause

CONFIDENTIALITY AGREEMENT

- 3002 Confidentiality agreement, intellectual property

CONSULTING AGREEMENT

- 3001 Consulting agreement

CONTRACT

- 155 Blank, for any subject, double sheet
- W 82 Business, sale of, bulk transfers (UCC) ind., corp.
- A 348 Construction, small, owner and contractor
- T 152 Contractor's proposal & contract
- T 87 Equipment lease
- M107 Partnership, Articles of
- B 122 Real estate, binder (purchase offer)
- 3124 Real estate installment land contract
- T 487 Real estate, option to purchase
- 3125 Real estate, sale of, office, commercial, multi-family residential premises
- 3100 Retail instalment contract (security agreement), Truth in Lending, Reg. Z
- 3123 Affidavit subordination, non-disturbance and attornment agreement,
- 3105 Use and occupancy agreement, seller remains

CORPORATION

- 3133 Affidavit of missing certificate
Central Record for all Corporate Clients
- TS102 Corporate record tickler
Securities Assignments, Powers and Authorization Transfer
- C 229 Stock power, assign, separate from certif., irrevocable
- C 133 Stock or bond power irrevocable, ASEF form 133

GIFT

- 3205 Deed of gift with acknowledgment, 1 p.

LANDLORD & TENANT

- P 193 Sub-lease, any purpose, (incl. coop. apt.)
- 114 Lease, any purpose, double page, large space
- P 172 Lease, any purpose, short form, single sheet
- Residential leases*
- 58 Apartment house rules, comprehensive
- 59 Apartment lease, comprehensive, large building, rules
- 62 Apartment and single family house lease, comprehensive, rules,
- A 55 Apartment, rules, guaranty, acknowledgments, double sheet
- T 186 Apartments in 2-5 family dwelling, single sheet
- T 48 Apartment, moderate coverage, single sheet
- T 202 Apartment, month-to-month
- A 303 Apartment, furnished, double sheet
- A 101 Condominium unit
- A 495 House, furnished or unfurnished, moderate coverage
- 3120 House lease with option to buy, plain English, furnished or unfurnished
- T 313 Seasonal, house or apartment, vacation residence, etc., single page
- 3315 Weekly vacation residence lease, plain English, furnished
- 3105 Use and occupancy agreement, seller remains
- Commercial leases*
- 65 Apartment house laundry service license
- 66 Apartment house laundry service lease
- 3210 Office license agreement
- A 880 Lease of business premises, marginal headings
- Miscellaneous forms related to Leases*
- 71 Application for lease of apartment, references
- 3119 Rental binder and deposit receipt
- T 308 Notice to quit, 10 days where no landlord/tenant relationship exists

- 3141 Lead paint disclosure, lease of residence
- 3142 Lead paint disclosure, sale of residence
- P 586 Assignment of lease with assumption
- W281 Assignment of lease
- W483 Assignment of rent
- 3126 Collateral assignment of leases and rents
- T 195 Extension of lease
- T3112 Inventory of furniture and furnishings (lease rider or checklist)
- T 215 Surrender of lease
- 3105 Use and occupancy agreement, seller remains

LEAD PAINT REGULATIONS

A booklet, **Protect Your Family From Lead In Your Home**, and Disclosure Form must be distributed to tenants or purchasers by: a) lessor of houses and apartments, b) sellers of houses, condos and co-op apartments. Renovators of pre-1978 houses and common areas in multi-family buildings must distribute booklets.

Disclosure Forms 2-part carbonless 8½" x 11"

3141	Lease of residence	25-\$10.25	50-\$16.50	100-\$19.00
		300-\$49.90	500-\$61.10	
3142	Sale of residence	25-\$10.25	50-\$16.50	100-\$19.00
		300-\$49.90	500-\$61.10	
	Larger quantities—request quote			

LIMITED LIABILITY COMPANY

Model Operating Agreements for Any State

Prepared by Victor S. Elgort, Esq., Norris McLaughlin & Marcus, P. A. Revised in 2016.

Six forms included plus a Comparative Features List to help you choose the appropriate form:

- a) Single member, member governed
- b) Single member, manager governed
- c) Basic one class percentage interests
- d) Standard form one class percentage interests
- e) Long form, one class, percentage interests, buy sell provisions
- f) Long form, two members, one class, percentage interests, buy sell provisions

- NEW Fillable PDF with LLC name and state in fields, sent via email, Cat. No. 5159PDFZ, if purchased without a kit, \$18.00. Comes with LLC Kit if you order the Cat. No. with printed forms.
- Paper forms, Cat. No. 5159, if purchased without a kit, \$16.50. Comes with LLC kit if you order the Cat. No. with printed forms and specify paper forms instead of fillable pdf forms.

NOTE

- P 607 Prom. note, witness, large space, 7½"x 11" litho border

PARTNERSHIP

- M107 Partnership contract

POWER OF ATTORNEYS

- 93 Affidavit, power of attorney is in full force and effect
- 3130 Enumerated powers, durable or springing, affidavit
- W 50 Full powers, unrestricted, disability cl., double page
- M113 General purpose, with large space for powers
- T 462 Revocation of power of attorney
- 3131 Revocation of power of attorney
- 3177 Will, married person, affidavit of subscribing witnesses, execution instructions, 8 pp.
- 3178 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8 pp.

PROOF

- 3211 Affidavit and proof of claim
- T1031 Proof of claim in bankruptcy 0F10, power of attorney 0F11A

REAL ESTATE (also see—CONTRACT—LANDLORD & TENANT—STATEMENT)

3121 Certificate of Non-Foreign Status, IRC Sec. 1445, Ind.

RELEASE

B 110 General release, individual

B 111 General release, corporation

T 112 General release, joint tortfeasor's clause, ind., corp.

3005 Image release

STATEMENT

Download **HUD-1 Closing Statement Software**
at www.blumberg.com/hud1
\$19.95 for one closing

UCC

Security Agreements

A 77 In the nature of a chattel mortgage (UCC)

T 84 In the nature of a conditional sales contracts (UCC)

85 Assignment of a security agreement

Bulk Transfer: Sale of a Business

W 82 Contract for sale of business: individual or corporation

W 81 Bill of sale of business: affidavit of title: restriction clause

WILL

P3202 Living Will

M 95 Living will with healthcare direction

3177 Will, married person, affidavit of subscribing witnesses, execution instructions

3178 Will, unmarried person, affidavit of subscribing witnesses, execution instructions

New York Incorporation Online, \$239.25

with custom minutes and by-laws containing the information from the online incorporation questionnaire. Includes disbursements to State of NY (\$135) and Spartan corporate kit.

New York LLC Online, \$351.25

with custom operating agreements ready to sign. Includes disbursements to State of NY (\$200) and Spartan LLC kit.

LLC Operating Agreement and Governance Documents

Prepared by Lauris G. L. Rall and Timothy J. Santoli.

A thorough and tax-sensitive set of documents to govern the LLC during its lifetime. Suitable for member and manager governed LLC's. A commentary by the author is included. The documents are:

1A—Member Managed Single Member Operating Agreement

1B—Manager Managed Single Member Operating Agreement

2A—Manager Managed Multiple Member Operating Agreement, Consent of Members, Consent of Managers and Company Regulations

2B—Member Managed, Multiple Member Operating Agreement

NEW Fillable PDF with LLC name and state in appropriate fields, sent via email, at. No. 5154PDFZ, if purchased without a kit, \$18.00. Comes with LLC kit if you order the Cat. No. with printed forms.

Printed documents, 50 pps., 25% cotton fiber 8½" x 11" paper, 3-hole punched, **Cat. No. 5154 \$16.50**, with complete LLC kit, **extra**.

Organize a New Jersey Corporation Online, \$322.50

with custom minutes and by-laws containing the information from the online incorporation questionnaire. Includes disbursements to State of NJ (\$143), expedited service and Spartan corporate kit.

New Jersey LLC Online, \$322.50

with custom operating agreements ready to sign. Includes disbursements to State of NJ (\$153), expedited service and Spartan LLC kit.

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