

New & Revised New York Forms

New York Not-for-Profit Corporation Forms

Pursuant to the New York Nonprofit Revitalization Act as revised effective May 27, 2017, by The Lawyers Alliance for New York.

Paper Forms

5153 – NY minutes and bylaws for a not-for-profit corporation with suggested default language, Skadden commentary about the changes in the law, Lawyers Alliance commentary about the forms. Notes with suggested language for fields, (6-17), **\$15.75** with Not-for-Profit corporate kit, **\$22.50** without kit. Includes these forms:

- 5153MEM – Membership Corporation: bylaws, organization minutes, waiver of notice, title page
- 5153WOM – Corporations without members: bylaws, organization minutes, waiver of notice, title page
- 5153CIP – Conflict of Interest Policy, notes
- 5153WB – Whistleblower Policy, notes
- 5153AC – Audit Committee Charter, notes

CD in Microsoft Word for Unlimited Use

5153D – Disk with all the paper forms listed above, editable default language, footnotes and commentaries, unlimited use, **\$39.95**

blumberglegalforms.com – View, fill-in and print completed forms

- 5153MEM – Membership corporations: bylaws, organization minutes, waiver of notice, title page
- 5153WOM – Corporations without members: bylaws, organization minutes, waiver of notice, title page

Landlord and Tenant

M56 – Regulated (stabilized) apartment lease, comprehensive, rules, guaranty, 13 pp., 1-18

Summary Proceedings

207d – Original notice of petition, non-payment dwelling, 4 pp., 1-18, 24/pkg., \$48.00

212 – Eviction notice post card, **holdover**, Civil Ct., 25/pkg. 1-18, 1 - \$26.00, 4 - \$19.80 ea., 20 - \$9.65 ea. *Combine with 216 for quantity price.*

216 – Eviction notice post card, **non-payment**, Civil Ct., 25/pkg. 1-18, see prices for 212

Continued on p. 2.

Price Chart for Blumberg Forms

How to use this price chart: Select your forms. Note code letter prefixed to form number. Locate the corresponding column on the Price Chart. Quantities and prices are listed accordingly. Bold face indicates the price of the full package. If a form does not have a price code, look up the catalog number in the Numerical List. The price will follow the title of the form.

All prices subject to change without notice.

Prices: January, 2018

QUANTITY	FOLDED INTO 4 PAGES		SINGLE SHEETS: LETTER OR LEGAL SIZE			
	A-W-R COTTON PAPER	M	P	B	T-X	C
96	–	–	–	–	–	\$43.20
48	–	–	\$52.80	\$43.80	\$48.00	–
24	\$48.90	\$52.80	35.70	26.40	35.70	26.40
12	30.75	33.00	19.80	16.50	19.20	16.50
6	18.90	19.50	14.55	12.75	13.65	12.75
3	12.00	12.75	12.00	11.10	10.80	9.90

New York City Freelance Contract

137 – Freelance contract pursuant to NYC Admin. Code, effective May 15, 2017. View and download at blumberglegalforms.com and click on NEWS for more information.

Enforcement of Judgments, Income Execution

The dollar amount of the exemption from enforcement of judgments increases over a 5 year period for several geographic areas and work groups. Check the chart on p. 3 of the online form for the applicable amounts in each of the years through 2021, to calculate sums to be entered in the appropriate fields.

439 – Income execution, CPLR §5231, Blank Court (1-17), with Minimum Wage Chart, view and download at blumberglegalforms.com.

T439 – Pad of 48 paper forms

TILA – RESPA Loan Estimate and Closing Disclosure at Blumberg.com/respa

Fillable pdfs with automated calculations. ID & PW, **\$29.95, 5-\$26.95 ea., 10-\$23.65 ea.**

Networth Statement Ver. 3.0 at Blumberg.com/networth

Fully automates preparation of the NY DRL 236 form.

Online single case, \$29.95

4600 Networth Statement Software 3.0, unlimited use, \$119.95

Operating Agreements for LLC's

The Operating Agreements below in fillable pdf format are included by default with LLC kits ordered with Operating Agreements. If you prefer paper versions please request them when you order the kit.

New York LLC Operating Agreements and Governance Documents

Prepared by Lauris G. L. Rall and Tim Santoli, Dentons US LLP. Revised in 2016.

A thorough and tax-sensitive set of documents to govern the LLC during its lifetime. Suitable for member and manager governed LLC's. Forms included:
Commentary by the authors

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 fields, sent via email, Cat. No. 5154PDFZ, if purchased without a kit, \$18.00.**

— **Paper forms Cat. No. 5154, if purchased without a kit, \$16.50.**

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.**

— **Paper forms, Cat. No. 5159, if purchased without a kit, \$16.50.**

Minutes & By-laws for Corporations

We now email a FILLABLE PDF with the corporate name and state appearing in the appropriate fields, to the email address you provide when you order a corporate kit with minutes and bylaws. If you prefer paper versions, request paper forms when you order. Paper forms are available for CA, CT, DE, FL, GA, IL, MI, MO, NJ, NY, PA & TX and blank state Model Business Corporation Act.

— **NEW! Fillable PDF with corporate name and state in fields, sent via email, Cat. No. 5150PDF, if purchased without a kit, \$18.00.**

Order at blumberg.com/kits

This Catalog lists all Blumberg Forms in paper and online. It has two sections:

A – Z LISTING OF FORMS by specific state and Nationwide. The catalog numbers are preceded by a price code. For prices, see the Price Chart on the cover. If the form does not have a Price Code, the prices will appear on the Numerical List.

If you do not see a form listed under a specific state, look at the NATIONWIDE LIST at p. 12.

NUMERICAL LIST of paper forms arranged sequentially by catalog number. The publication dates appear on the Numerical List.

The online forms are highlighted. Some of these forms are available online only. They are listed as “Web Only.”

Westlaw Form Builder with Blumberg Forms
BlumbergExcelsior, Inc., and Thomson Reuters have created a strategic licensing agreement which will add all the Blumberg’s New York forms at www.blumberglegalforms.com to current content on Westlaw Form Builder. The list of forms covers several practice areas including litigation, real estate, landlord/tenant and powers of attorney. With the Blumberg forms available on Westlaw Form Builder, customers will have the ability to:

- Auto-fill Blumberg forms using Westlaw document generation software;
- Purchase Blumberg forms on a subscription instead of a transaction basis; and
- Navigate more easily from Blumberg forms to Westlaw’s larger repository of forms.

For information contact Westlaw at 800 759-5418.

NEW AND REVISED FORMS. For information about:

- Paper forms** – go to www.blumberg.com/forms/index.html
- Online forms** – go to www.blumberglegalforms.com/html/news.htm

PUBLICATION DATES. For information about:

- Paper forms** – see the NUMERICAL LIST following the A – Z Index of Forms. The forms are listed sequentially by catalog number with the date of publication at the end of the title.
- Online forms** – go to www.blumberglegalforms.com. Enter the catalog number in the SEARCH box. The publication date appears at the end of the title at the top left of each form.

NEW YORK NYBTU Forms and Blumberg Equivalents

8001.....	T689	8010.....	A296
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8004.....	T693	8022.....	P679
8005-A.....	T278	8024.....	P679
8006.....	A289	8034.....	W295
8007.....	A291	8035.....	T275
8008.....	A285	8041.....	A125
8009.....	A293	8053-A&B.....	T473

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ACCEPTANCE (see—COOPERATIVE APARTMENT)

ACCIDENT (also see—MOTOR VEHICLE)

T1600 Notice of intent to claim, motor vehicle MVAIC

ACKNOWLEDGMENT (also see—SUMMONS)

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

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

Affidavit of Net Worth (DRL §236) Software

Single entry of data avoids redundant typing, saves data for future update and printing, calculates totals and updates them when you make changes, produces an intake form for client, paste caption from word processor files.

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

\$119.95, Requires Windows XP+, 128 MB ram, 14 MB drive space.

Online at www.blumberg.com/networth, for one case, \$29.95

T 312 Affirmation of good faith for preliminary conference, 22 NYCRR 202.12

93 Affidavit, Power of attorney in full force, *Web Only*

T 179 Affidavit, Residence of child, DRL 75-j

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 3215: default judg., bl ct.

T 321 Affidavit, Mail service of papers and attorney's affirmation, blank ct., *Web Only*

B 151 Affidavit, Summons or subpoena, personal or alt. service, ind. or corp., military service statement

147 Affidavit, Universal form, summons, subpoena, notice of petition, citation, etc. 2 part carbonless sets, in stock or customized with imprint

Non-military Service Affidavits

T 196 Summary proceedings, warrant to dispossess, blank ct.

ANNULMENT (see—DOMESTIC RELATIONS)

ANSWER (also see—NOTICE OF APPEARANCE)

T 600 Answer, blank ct.

APPEAL (see—NOTICE)

APPEARANCE (see—NOTICE OF APPEARANCE)

APPELLATE DIVISION (also see—CALENDAR PRACTICE—RETAINER)

T 471 Notice of appeal

T 380 Pre-argument statement, civil appeal, 1st Dept.

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

ASSIGNMENT (also see—COOPERATIVE APARTMENT—LANDLORD & TENANT—MORTGAGE: REAL ESTATE—Nationwide Forms)

ASSUMED NAME CERTIFICATE (see—CERTIFICATE)

ASSUMPTION (see—COOPERATIVE APARTMENT—MORTGAGE)

ATTORNEY (also see—POWER OF ATTORNEY)

X317 Consent. change (substitution) of attorney, blank ct.

AUTHORIZATION (see—CALENDAR PRACTICE)

AUTOMOBILE (see—ACCIDENT)

BILL OF COSTS (see—JUDGMENT)

BILL OF PARTICULARS (see—NOTICE OF APPEARANCE)

BINDER: REAL ESTATE (see—CONTRACT)

BUSINESS (see—CERTIFICATE—CORPORATION—Nationwide Forms)

BY-LAWS (see—CORPORATION)

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), *Web Only*

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), *Web Only*

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, *Web Only*

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, *Web Only*

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, *Web Only*

Preliminary Conference

T 312 Affirmation of good faith for preliminary conference, 22 NYCRR 202.12

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

CANCELLATION (see—CERTIFICATE—LIS PENDENS)

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, *Web Only*

X 74 Conducting business as partners (corp. may be a partner)

X201 Conducting business under trade name, individual

T 638 Discontinuance of assumed name, certificate of

CITY COURT- "BLANK" CITY (see—JUDGMENT—SUMMONS & COMPLAINT—SUMMARY PROCEEDINGS)

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

T 140 Affidavit, show cause order, vacate eviction judgment

B 319 Judgment on default

T 306 Judgment on default, verified compl., non-military service

B 323 Judgment on inquest or after trial

CLAIM (see—ACCIDENT—NOTICE—PROOF)

CLOSING STATEMENT (see—RETAINER)

COMPLAINT (see—DEMAND—FORECLOSURE—SUMMONS & COMPLAINT)

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

CONFERENCE (see—CALENDAR PRACTICE)

CONFESSION OF JUDGMENT (see—JUDGMENT)

CONSENT (see—ATTORNEY—CORPORATION—STIPULATION)

CONSTRUCTION (see—CONTRACT)

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

- T 136 Home improvement contract cover sheet, GBL §§770-796
 - 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, *Web Only*
- M1128 Real estate, sale of land, *Web Only*
- P1122 Real estate, sale of land, shortest form
 - 337 Real estate, sale of, short form, double sheet, *Web Only*
- A 311 Real estate, subordination of mortgage, NYBTU 8030, *Web Only*

CO-OPERATIVE APARTMENTS

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

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.

www.blumberg.com

Business Corporation Law (BCL)

- 639 Amendment of assumed name, certificate, corporation
- T 339 Assumed name, certificate of use by corporation, *Web Only*
- T 473 Authorization to sell or lease, NYBTU 8053A; Consent to sale or lease, stockholders, NYBTU 8053B
- T 638 Discontinuance of assumed name, certificate of
- T 333 Dissolution certificate, BCL Sec. 1003, *Web Only*
- A 234 Incorporation certificate, business, BCL Sec. 402, *Web Only*
- A 191 Incorporation certificate, not-for-profit corp, *Web Only*

Printed Minutes & By-Laws, Paper and PDFs

- 5150 New York Business Corporation (BCL)
- 5150PDF New York Business Corporation (BCL) fillable PDF with corporate name and state in fields, sent via email, \$18.00
- 5152 New York Professional Corporation (Art. 15)

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

5153 NY minutes and bylaws for a not-for-profit corporation with suggested default language, Skadden commentary about the changes in the law, Lawyers Alliance commentary about the forms. Notes with suggested language for fields (6-17), \$15.75 with Not-for-Profit corporate kit, \$22.50 without kit. Includes these forms:

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- 5153CIP – Conflict of Interest Policy, notes
- 5153WB – Whistleblower Policy, notes
- 5153AC – Audit Committee Charter, notes

5153D Disk with all the paper forms listed above, editable default language, footnotes and commentaries, unlimited use, \$39.95

COSTS (see—JUDGMENT)

COUNSEL FEES (see—RETAINER)

COUNTY COURT USE "BLANK COURT" FORMS

COURT OF APPEALS (see—NOTICE)

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
- M294 Quitclaim, long form D
- P 694 Quitclaim, short form D
- P1693 Quitclaim, 1 side recording D
- M297 Referee's, in foreclosure F
- P1697 Referee's, in foreclosure D 1 side recording
- A 285 Warranty, full covenants, NYBTU 8008, long form
- T 685 Warranty, full covenants, NYBTU 8003, short form
- P 688 Warranty, full covenants, short form A
 - 1688 Warranty, full covenants, 1 side recording A, *Web Only*
 - 290 Warranty, basic covenants, long form A, *Web Only*
- P 678 Warranty, basic covenants, short form A
- P1678 Warranty, basic covenants, 1 side recording A

DEFAULT (see—JUDGMENT—SUMMARY PROCEEDINGS)

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

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

DEPOSITION (see DISCLOSURE—NOTICE)

DISCHARGE (see—MORTGAGE: REAL ESTATE—RELEASE)

DISCLOSURE (also see—REAL ESTATE)

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

DISCONTINUANCE (see—CERTIFICATE—STIPULATION)

DISPOSSESS (see—SUMMARY PROCEEDINGS)

DISSOLUTION (see—CORPORATION—PARTNERSHIP)

DISTRICT COURTS (also see—CALENDAR PRACTICE—ENFORCEMENT OF JUDGMENT—SUMMONS & COMPLAINT—SUMMARY PROCEEDINGS)

DOMESTIC RELATIONS

Affidavit of Net Worth (DRL §236) Software

Single entry of data avoids redundant typing, saves data for future update and printing, calculates totals and updates them when you make changes, produces an intake form for client, paste caption from word processor files.

- software for unlimited use
- single case

Online at www.blumberg.com/networth

T 179	Affidavit of residence of child, DRL 75j, <i>Web Only</i>
T 60	Affidavit of service matrimonial action
T 190	Memorandum of separation agree. file with county Clerk
T 141	Post card, matrimonial action
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
454	Statement of client's rights and responsibilities, 2 pt. sets
A 496	Statement for proposed distribution, 22 NYCRR 202.16
T 163	Summons, annulment
T 158	Summons, divorce action, blank relief, UD-1, <i>Web Only</i>
T 166	Summons, separation action
T 498	Verified statement of barriers to remarriage, affidavit of service, DRL Sec. 253

ENFORCEMENT OF JUDGMENT (Article 52 CPLR)

Income Executions

T 439	Blank Court
T 139	Support enforcement, blank court CPLR 5241, <i>Web Only</i>

Property Executions

T 120	Blank ct., notice to garnishee
460	Blank ct., without notice to garnishee, <i>Web Only</i>
B 320	Civil Ct., notice to garnishee, <i>Web Only</i>

Supplementary Proceedings (a) Information Subpoenas; use with Questionnaires under (b) below

T 410	Civil Ct., with restraining notice, and notice to garnishee or witness
412	Civil Ct. with restraining notice and notice to garnishee or witness, <i>Web Only</i>
X417	Blank Ct., to judgment debtor or to witness

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

351	Questions for individual debtor, blank ct., <i>Web Only</i>
W251	Questions for corporate debtor, blank ct.
T 354	Questions for 3rd party, blank ct.
T 427	Questions financial institution, use with information subpoena, No. T 410, X 407 or X 417
W451	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

X411	Judgment debtor, blank ct.
412	Information subpoena, restraining notice to garnishee, CPLR 5222(e), certification, Civil Ct., <i>Web Only</i>
429	Subpoena duces tecum, judgment debtor, restraining notice, blank ct., <i>Web Only</i>
418	Witness, duces tecum, restraining notice: blank ct., <i>Web Only</i>

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

T 422	Exemption claim form, CPLR 5222-a(b), serve two with restraining notice & exemption claim form
421	Exemption notice & exemption claim form, CPLR 5222-a(b), serve two with restraining notices, <i>Web Only</i>
415	To judgment debtor, CPLR 5222, blank ct., <i>Web Only</i>

T 416	To garnishee, CPLR 5222, blank ct.
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(e) Notice to judgment debtor

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

EVICITION (see—SUMMARY PROCEEDINGS)

EXAMINATION (see—CALENDAR PRACTICE—DISCLOSURE—ENFORCEMENT OF JUDGMENT—NOTICE)

EXCHANGE OF MEDICAL INFORMATION (see—CALENDAR PRACTICE)

EXECUTION (see—ENFORCEMENT OF JUDGMENT)

EXTENSION (see—LANDLORD & TENANT—STIPULATION)

GARNISHEE (see—ENFORCEMENT OF JUDGMENT)

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

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

HOLDOVER (see—SUMMARY PROCEEDINGS)

HOME IMPROVEMENT (see—CONTRACT)

HOSPITAL RECORDS (see—CALENDAR PRACTICE)

INCOME (see—ENFORCEMENT OF JUDGMENT)

INDEX NUMBER (see—APPLICATION)

INFORMATION (see—ENFORCEMENT OF JUDGMENT)

JUDGMENT (also see—ENFORCEMENT OF JUDGMENT)

Default Judgment

B 250	Affidavit of additional mailing of summons. CPLR 3215(f)(3), blank ct.
X157	Blank Court, judgment on failure to appear or plead
B 319	Civil Court, judgment on default, <i>Web Only</i>
T 306	Civil Court, judgment on default, verified complaint, military service affid.
T1419	District Court, blank county
213	Stipulation and consent, vacate default judgment, CPLR §5015, <i>Web Only</i>

After Trial or Inquest—Judgment

X156	Blank Court, bill of costs (with CPLR sections)
B 323	Civil Court, judgment on inquest or after trial

Motion For Summary Judgment

A 170	On instrument or judgment, notice of motion, affidavit, order, summons in lieu of complaint, blank ct.
R 467	Summary judgment, affidavit, notice of motion, blank ct.

Miscellaneous

X245	Confession of judgment, ind., corp.: blank court
B 242	Satisfaction of judgment, whole or partial, blank ct.
T1165	Uniform transcript of judgment: blank court

JURY DEMAND

B 344	Blank Court
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JUSTICE COURT (see—SUMMONS—SUMMARY PROCEEDINGS & other special headings)

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
326BX	Same, box of 250, quantity pricing
330	Renewal lease (RTP-8), pkg. of 25, 3pt. carbonless sets
330BX	Same, box of 250, quantity pricing
330CTY	RTP-8 for Westchester, Nassau & Rockland, <i>Web Only</i>

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, *Web Only*
- 65 Apartment house laundry service license, *Web Only*
- 66 Apartment house laundry service lease, *Web Only*
- 58 Apartment house rules, comprehensive, *Web Only*
- 3210 Office license agreement, *Web Only*

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., *Web Only*
- 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), *Web Only*
- T 313 Seasonal, house or apartment, vacation residence etc. single page guaranty, acknowledgments
- 315 Weekly vacation residence, furnished, *Web Only*

Commercial leases

- 103 Comprehensive office lease, limited "good guy" guaranty, prepared by Arnold Mandell, Esq., 26 pp., *Web Only*
- 197 Extension of commercial lease, *Web Only*
- 3210 Office license agreement, *Web Only*
- 256 Office, loft, marginal headings, coverage, double sheet, *Web Only*
- 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, *Web Only*

Miscellaneous forms related to Leases

- 67 Application for residential apt. §20-808, NYC Admin. Code, *Web Only*
- 223 Application to sublease apartment, RPL §226-b, *Web Only*
- 483 Assignment of rent, *Web Only*
- 286 Collateral assignment of leases & rents, *Web Only*
- 36 Limited "good guy" guaranty, prepared by Arnold Mandell, Esq., *Web Only*
- 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, *Web Only*
- T 308 Ten day notice to quit where no landlord and tenant relationship exists

LEASES (see—LANDLORD & TENANT)

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

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 | 2A—Manager Managed Multiple Member Operating Agreement, Consent of Members, Consent of Managers and Company Regulations |
| 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), *Web Only*

LIVING WILL (see—WILL)

LOAN (see—CONTRACT—MORTGAGE)

MALPRACTICE

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

MATRIMONIAL ACTION (see—DOMESTIC RELATIONS)

MECHANIC (see—LIEN)

MEDICAL (see—CALENDAR PRACTICE—MALPRACTICE—RETAINER)

MILITARY SERVICE (see—AFFIDAVIT)

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, *Web Only*
- P 666 Combined note and mortgage, short form
- P 670 Mortgage, short form, *Web Only*
- M671 Mortgage, long form, *Web Only*
- P 675 Mortgage note, *Web Only*

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

W295 Release of part of the mortgaged premises: NYBTU 8034
 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, *Web Only*

NEGLIGENCE (see—ACCIDENT)

NOTE (also see—MORTGAGE—Nationwide Forms)

B1000N Serial note, accel., 4 notes on each sheet, perforated, endorser waives presentment, demand, notice of protest & of dishonor on back: individual, 100 on pad

NOTE OF ISSUE (see—CALENDAR PRACTICE)

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.
 T 29 Claim & notice of intent to sue blank Transit Authority
 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), *Web Only*
 64 Notice of intention to introduce into evidence a bill for automobile repairs, verification, CPLR 4533a., *Web Only*
 257 Notice of intention to introduce Xrays at trial, affirmation of physician, CPLR 4532a., *Web Only*
 258 Notice of intention to introduce into evidence a bill for service or repairs, verification or affirmation, CPLR 4533a., *Web Only*
 T 308 Ten day notice to quit where no landlord and tenant relationship exists
 384 Uniform notice of motion, *Web Only*

NOTICE OF APPEARANCE

C 131 Blank court, appearance & demand, *Web Only*
 B 300 Civil Ct., appear, answer, demand bill of particulars

NOTICE OF TRIAL OR INQUEST (see—CALENDAR PRACTICE)

ORDER (see—SUMMARY PROCEEDINGS)

PETITION (see—SUMMARY PROCEEDINGS)

PHYSICAL EXAMINATION (see—CALENDAR PRACTICE)

PHYSICIANS (see—CALENDAR PRACTICE—NOTICE)

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, *Web Only*
 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

PRELIMINARY CONFERENCE (see—CALENDAR PRACTICE)

PROMISSORY NOTE (see—NOTE)

PROPERTY EXECUTION (see—ENFORCEMENT OF JUDGMENTS)

PROOF (see—Nationwide Forms)

PROPRIETARY LEASE (see—COOPERATIVE APARTMENT)

PUBLIC IMPROVEMENT (see—LIEN)

PURCHASE AND SALES BOOK (see—SECOND HAND ARTICLES)

QUESTION & ANSWERS (see—ENFORCEMENT OF JUDGMENTS)

QUITCLAIM (see—DEED)

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
 130BX Same as above, boxed 250

REFEREE (see—DEED)

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.

RENEWAL (see—LANDLORD & TENANT)

REPOSSESSES (see—SUMMARY PROCEEDINGS)

REQUEST (see—CALENDAR PRACTICE)

RESIDENCE AFFIDAVIT (see—AFFIDAVIT—Nationwide Forms)

RESTRAINING (see—ENFORCEMENT OF JUDGMENTS)

RETAINER, ENGAGEMENT

P 490 Attorney's written letter of engagement, 22 NYCRR 1215
 B 547 Receipt post card for OCA statements of retainer and closing
 548 Retainer, sliding scale, App. Div., 1st & 2nd Dept., *Web Only*
 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.

SALE (see—CONTRACT—Nationwide Forms)

SATISFACTION (see—JUDGMENT—LIEN—MORTGAGE, REAL ESTATE—RELEASE)

SECOND HAND ARTICLES

628 Purchase & sale record of second hand articles, 3-pt., bound book of 50 sets
 629 Same, 2-pt.
 630 Dealers record of purchases: precious metals

SEPARATION (see—DOMESTIC RELATIONS)

SERIAL NOTE (see—NOTE)

SEVERANCE AGREEMENT

98 Severance agreement & general release, *Web Only*

STATEMENT (see—APPELLATE DIVISION—DOMESTIC RELATIONS—RETAINER—SUMMONS—Nationwide Forms)

STIPULATION

- 260 Adjourning trial, Blank Court, *Web Only*
 213 And consent to vacate judgment, Blank Court, *Web Only*
 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, *Web Only*
 259 Extending time to serve complaint, Blank Court, *Web Only*

STOCK POWERS (see—Nationwide Forms)**SUBPOENA** (also see—ENFORCEMENT OF JUDGMENTS)

- C 73 Blank Ct., witness stipulation to remain subject to call, *Web Only*
 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), *Web Only*

SUBSCRIBING WITNESS (see—WILL)**SUMMARY JUDGMENT** (see—JUDGMENT)**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 140 Affidavit & order to vacate judgment of eviction
 T 138 Affidavit of rent due and owing, Civil Ct.
 X210 Original petition, holdover-dwelling or business
 X210c Copy notice and petition, holdover-dwell. 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.
 X446 Copy, notice & petition, non-payment dwelling 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, *Web Only*

(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, *Web Only*
 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
 T510c Copy petition, copy notice of 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, *Web Only*
 1414 Judgment of eviction, default, after trial or inquest, holdover, dwelling or business, *Web Only*

(g) Notices

- 212 Eviction notice postcard, holdover, Civil Ct.
 216 Eviction notice postcard, non payment Civil Ct.
 204 Landlord's notice to enter premises, *Web Only*
 B 119 Notice to tenant, 3 days
 T 307 30-days, terminating monthly or month-to-month tenancy

Military Service Affidavits

- T 196 To obtain warrant to dispossess, blank ct.

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, *Web Only*

Blank Court

- B 106 Blank Ct. summons, with notice
 B 104 Blank Ct. summons, without notice, *Web Only*
 761-5 Continuous form, verified compl., blank ct. 5 pt.

Civil Court

- 264 Served with a formal complaint, *Web Only*
 B 268 Endorsed or annexed formal compl., 22 NYCRR 208.6(b)
 T 342 Consumer credit transaction summons with blank formal compl., verif. 22 NYCRR 203.6(b), use with B 269

District Court

- 1466 Endorsed complaint, *Web Only*
 1464 Serve with formal complaint, *Web Only*

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, *Web Only*
 T 166 Supreme Ct., summons with notice, separation action
 B 198 Supreme Ct., summons with notice
 B 199 Supreme Ct., summons without notice

SUPPORT (see—ENFORCEMENT OF JUDGMENT—Nationwide Forms)**SURROGATE** (see—AFFIDAVIT—RELEASE—WILL)**TRADE NAME** (see—CERTIFICATE)**TRANSCRIPT**

- T1165 Uniform transcript of judgment, any court

TRANSIT AUTHORITY (see—NOTICE)**TRIAL** (see—CALENDAR PRACTICE)**VACATE JUDGMENT** (see—SUMMARY PROCEEDING)**VEHICLE** (see—ACCIDENT—MOTOR VEHICLE—Nationwide Forms)**VERIFICATION** (see—NOTICE—SUMMONS: SUMMONS & COMPLAINT)**WAIVER** (see—LIEN)**WARRANT** (see—SUMMARY PROCEEDINGS)**WARRANTY DEED** (see—DEED)**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., *Web Only*
 P3202 Living Will

- 177 Will, married person, affidavit of subscribing witnesses, execution instructions, 8pp., *Web Only*
- 178 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8pp., *Web Only*
- P 181 Will, 2 pg., affidavit of subscribing witnesses, 8½" x 14"
- M184 Same as P181, 4 pg., large blank space
- M1683 Same as P1682, 4 pg., large blank space, 8½" x 11"

WITNESS (see—ENFORCEMENT OF JUDGMENT: SUBPOENA—WILL)

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.

BILL OF SALE (see—Nationwide Forms)

CERTIFICATE (also see—CORPORATION—Nationwide Forms)

- 928 Business name certificate, *Web Only*

CORPORATION (see—Nationwide Forms)

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LIEN

- 973 Mechanic's lien claim, *Web Only*

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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, *Web Only*
- 930 Statutory form, banking cl., disability options, NJS 46:2B-8, *Web Only*

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., *Web Only*
- M918 Deed, bargain and sale without cov. ind. or corp.
- 919 Deed, bargain and rate, covenant, ind. or corp., *Web Only*
- 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, *Web Only*
- M974 Mortgage, subordinate, ind. or corp.

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

- P 908 General release, plain English

SEVERANCE AGREEMENT

- 801 Severance agreement and general release, *Web Only*

WILL

- 977 Will, married person, affidavit of subscribing witnesses, execution instructions, 8 pp., *Web Only*
- 978 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8 pp., *Web Only*
- 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., *Web Only*
- T 175 Affidavit of subscribing witness, SCPA 1406

California—also see Nationwide Forms

- 2101 Statutory general durable power of attorney, *Web Only*

Connecticut—also see Nationwide Forms

CERTIFICATE

- T1221 Registration of trade name, *Web Only*

CORPORATION (also see—Nationwide Forms)

Printed Minutes & By-Laws

- 5171 Connecticut business corporation, minutes and by-laws

DEED

- W1294 Quit claim deed, double sheet, *Web Only*

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, *Web Only*
- M1220 General power of attorney, disability and inducement clause, Statutory Short Form

SEVERANCE AGREEMENT

- 1201 Severance agreement and general release, *Web Only*

Florida—also see Nationwide Forms

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

- 1977 Will, married person, affidavit of subscribing witnesses, execution instructions, 8 pp., *Web Only*
- 1978 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8 pp., *Web Only*
- 3106 Land trust agreement, *Web Only*

Georgia—also see Nationwide Forms

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

Illinois—also see Nationwide Forms

- 3170 Statutory short form power of attorney, *Web Only*
- 3171 Severance agreement and general release, *Web Only*

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., *Web Only*
- 54-401 NC residential lease: apartment, condominium, house and mobile home, *Web Only*
- 55-301 Deed of trust, 3 pp., *Web Only*
- 55-601 General warranty deed, 2 pp., *Web Only*
- 55-701 Quitclaim deed, 2 pp., *Web Only*
- 55-720 Release deed, 2 pp., *Web Only*
- 55-832 Statutory short form power of attorney, 2 pp., *Web Only*

- 55-835 Health care power of attorney, 4 pp., *Web Only*
- 55-890 North Carolina Living will, *Web Only*

Ohio—also see Nationwide Forms

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

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., *Web Only*
- 1898 Severance agreement and general release, *Web Only*
- 1899 General durable power of attorney, *Web Only*
- T3112 Inventory of furniture and furnishings (lease rider or checklist)

Texas—also see Nationwide Forms

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

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)

P 117	Blank affidavit
93	Power of attorney is in full force and effect, <i>Web Only</i>
3039	Affidavit of domicile (residence) and debts to obtain distribution from decedent's estate, <i>Web Only</i>

ASSIGNMENT (also see—CORPORATION—LANDLORD & TENANT)

T 225	General purpose, with power of attorney
W483	Rent, <i>Web Only</i>

AUTHORIZATION

T3129	Authorization to release medical and hospital records
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BANKRUPTCY

1031	Proof of claim, pkg of 48, with instructions, <i>Web Only</i>
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BILL OF SALE

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

BINDER (see—CONTRACT)

BUILDING OR CONSTRUCTING (see—CONTRACT)

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, <i>Web Only</i>
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CONSULTING AGREEMENT

3001	Consulting agreement, <i>Web Only</i>
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CONTRACT

155	Blank, for any subject, double sheet, <i>Web Only</i>
W 82	Business, sale of, bulk transfers (UCC) ind., corp.
A 348	Construction, small, owner and contractor
A 188	Construction, similar to A 348 (more comprehensive)
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, <i>Web Only</i>
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, <i>Web Only</i>
3105	Use and occupancy agreement, seller remains, <i>Web Only</i>

CORPORATION

3133	Affidavit of missing certificate, <i>Web Only</i>
	<i>Central Record for all Corporate Clients</i>
T5102	Corporate record tickler

Printed Minutes & By-Laws

5160	Blank state model business corporation act
5160PDF	Same as fillable pdf, \$18.00. Call 800 221-2972, press 1 to order
5161	Blank state membership corporation
5162	Blank state professional corporation, by-laws only

Securities Assignments, Powers and Authorization Transfer

C229	Stock power, assign, separate from certif., irrevocable
C133	Stock or bond power irrevocable, ASEP form 133

EQUIPMENT LEASE (see—CONTRACT)

GIFT

3205	Deed of gift with acknowledgment, 1 p., <i>Web Only</i>
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LANDLORD & TENANT

P 193	Sub-lease, any purpose, (incl. coop. apt.)
114	Lease, any purpose, double page, large space, <i>Web Only</i>
P 172	Lease, any purpose, short form, single sheet

Residential leases

58	Apartment house rules, comprehensive, <i>Web Only</i>
59	Apartment lease, comprehensive, large building, rules, <i>Web Only</i>
62	Apartment and single family house lease, comprehensive, rules, <i>Web Only</i>
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, <i>Web Only</i>
A 101	Condominium unit
A 495	House, furnished or unfurnished, moderate coverage
3120	House lease with option to buy, plain English, furnished or unfurnished, <i>Web Only</i>
T 313	Seasonal, house or apartment, vacation residence, etc., single page
3315	Weekly vacation residence lease, plain English, furnished, <i>Web Only</i>
3105	Use and occupancy agreement, seller remains, <i>Web Only</i>

Commercial leases

65	Apartment house laundry service license, <i>Web Only</i>
66	Apartment house laundry service lease, <i>Web Only</i>
3210	Office license agreement, <i>Web Only</i>
A 880	Lease of business premises, marginal headings

Miscellaneous forms related to Leases

71	Application for lease of apartment, references, <i>Web Only</i>
3119	Rental binder and deposit receipt, <i>Web Only</i>
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, <i>Web Only</i>
3126	Collateral assignment of leases and rents, <i>Web Only</i>
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, <i>Web Only</i>

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.

Lead Paint Booklet 16 pp. 8½" x 5½", 3 color, 50 lb. offset paper.

3140	English	25-\$18.00	100-\$45.00
		250-\$97.50	500-\$175.00

Imprinting—1000 or more, request quote, 800 221-2972, ext. 1695.

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

- D485 Promissory note, non-negotiable, interest
- P 607 Prom. note, witness, large space, 7½" x 11" litho border
- B1000N Serial note, accel., 4 notes on each sheet, perforated, endorser waives presentment, demand, notice of protest & of dishonor on back: individual, 100 on pad

OPTION (see—CONTRACT)

PARTNERSHIP

- M107 Partnership contract

POWER OF ATTORNEYS

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

- 3178 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, 8 pp., *Web Only*

PROOF

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

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

- 3121 Certificate of Non-Foreign Satus, IRC Sec. 1445, Ind., *Web Only*

RELEASE

- B 110 General release, individual
- B 111 General release, corporation
- T 112 General release, joint tortfeasor's clause, ind., corp.
- 3005 Image release, *Web Only*
- P 618 Seaman's release

STATEMENT

- T 194 Title closing state., settlement figures, real estate

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, *Web Only*

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, *Web Only*
- 3178 Will, unmarried person, affidavit of subscribing witnesses, execution instructions, *Web Only*
- M1683 Will, 100% rag content, 4 pg., large blank space

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.

Numerical List of Paper Forms

Online forms are not listed here. Go to blumberglegalforms.com and enter Cat. No. without letter prefix in second box.

X 13	Claim & notice of intent to sue N.Y.C., 10-10	M 113	Power of attorney, general purpose, with large space for powers, 11-98	M 184	Same as P181, 4 pg., large blank space, 12-91
T 27	Mortgage note, NYBTU 8011, 11-98	P 117	Blank affidavit	A 185	Store, Gilsey form security clause, double sheet, 7-04
T 29	Claim & notice of intent to sue blank Transit Authority, 6-83	B 119	Notice to tenant, 3 days, non-payment of rent, English/Spanish: public assistance statement, 2-14	T 186	Apartments in 2-5 family dwelling, single sheet, 12-14
B 31	Notice of intent to offer business records authenticated by certification, CPLR §3122-a(c), 9-03	T 120	Property execution, blank ct., notice to garnishee, 6-12	M 187	Business, bill of sale, affid. of title, restriction cl., 11-98
B 32	Certification of business records, CPLR §3122-a(a), 9-03	B 122	Purchase offer real estate, standard form, plain English, 9-81	A 188	Construction, similar to A 348 (more comprehensive), 11-78
B 33	Notice that items produced pursuant to subpoena are available for inspection and copying, CPLR §3120(3), 9-03	M 123	Cooperative apt., sales contract, financing condition, 7-01	T 190	Memorandum of separation agree. file with county Clerk, 11-98
A 35	Store, loft, office, margin captions, full cls., dbl. sheet, 11-98	M 124	Contract of sale, residential condominium unit, 8-98	P 193	Sub-lease, any purpose, (incl. coop. apt.), 12-14
M 40	Non-statutory, commercial (business, finance & real estate), prepared by Donovan & Giannuzzi, LLP, 4 pp., 9-10	125	Contract of sale, residential real estate, jt. bar association form, 6 pps., 11-00, 16 forms, \$39.85	T 194	Title closing state., settlement figures
P 42	Appointment of agent to control disposition of remains, GBL §453, 2 pps, 4-07	130	Property condition disclosure statement, space for answers, 4 pps. letter size, CRPL §462, \$32.80, 3-02	T 195	Extension of lease, 12-14
M 43	Statutory, non durable, affidavit of attorney, 6 pp., 9-10	130BX	Same as above, boxed 250, 1-\$66.20, 2-\$63.55 ea., 3-02	T 196	Summary proceedings, warrant to dispossess, blank ct., 9-74
M 44	Statutory, durable, without affidavit of attorney, 4 pp., 9-10	T 132	Demand for service of complaint, CPLR 3012 (b), 1973	B 198	Supreme Ct., summons with notice, 4-94
P 45	Statutory major gifts rider, 2 pp., 9-10	C 133	Stock or bond power irrevocable, ASEF form 133, 7-70	B 199	Supreme Ct., summons without notice, 4-94
T 48	Apartment, moderate coverage, single sheet, 12-14	T 136	Home improvement contract cover sheet, GBL §§770-796, 6-98	X 201	Conducting business under trade name, individual, 4-10
M 49	Statutory, effective at a future time (springing), durable, affidavit of attorney, 6 pp., 9-10	T 138	Affidavit of rent due and owing, Civil Ct., 4-94	T 202	Apartment lease, from month to month, 12-14
M 50	Full powers, unrestricted, disability cl., double page, 7-04	T 139	Support enforcement, blank court CPLR 5241, 1-95	204	Landlord's notice to enter premises, 11-07
M 51	Statutory, durable, affidavit of attorney, 6 pp., 9-10	T 140	Affidavit, show cause order, vacate eviction judgment, 4-73	T 205	Request for final order
A 53	Apartment, stabilized, substantial coverage, furnished or unfurnished, guaranty acknowledgments, extra space, 12-14	T 141	Post card, matrimonial action, 5-99	T 206b	Original petition, non-payment business, 1-95
A 54	House, furnished or unfurnished, most complete. brokerage cl., 12-14	M 146	Contract of sale, condominium, Assn. of the Bar, City of N.Y., 12-14	T 206d	Original petition non-payment dwelling, 1-95
A 55	Apartment, rules, guaranty, acknowledgments, 4pps., 12-14	147	Affidavit, Universal form, summons, subpoena, notice of petition, citation, etc. 2 part carbonless sets, in stock or customized with imprint, 9-99, \$31.80	T 207b	Original notice of petition, non-payment business, 10-06
M 56	Lease of a regulated apartment, modern and comprehensive, 13pps., 1-18	B 151	Affidavit, Summons or subpoena, personal or alt. service, ind. or corp., military service statement, 1-95	T 207d	Original notice of petition, non-payment dwelling, 1-18
M 57	Lease of an unregulated apartment, modern and comprehensive, 13pps., 12-14	T 152	Contractor's proposal & contract, 11-78	X 210	Original petition, holdover-dwelling or business, 1-95
T 60	Affidavit of service matrimonial action, 3-98	154	Real estate contract: office, commercial and multi-family residential Bar Form, 8 pps., \$31.80, 7-06	X210C	Copy, notice & petition, holdover-dwell. or business, 4-10
B 69	Subpoena, blank Ct., duces tecum, witness' stip. remain subj. to call, 2-09	T 156	Blank Court, bill of costs (with CPLR sections), 1-95	X 211	Original notice of petition, holdover-dwell. or business, 10-97
P 70	Health care proxy, PHL 2980, 4-91	X 157	Blank Court, judgment on failure to appear or plead, 4-95	T 212	Eviction notice post card, holdover, Civil Ct., 7-03
B 72	Blank Court, duces tecum, witness' stip. remain subj. to call, CPLR 2305(b), 9-03	T 158	Summons, divorce action, blank relief, UD-1, 9-95	T 214	Acknowledgement, indiv. corp., ptrn., witness & LLC, 11-98
X 74	Conducting business as partners (corp. may be a partner), 4-10	T 163	Supreme Ct., summons with notice, annulment, 1-95	T 215	Surrender of lease, 2-78
A 77	Security agreement in the nature of a chattel mortgage, 10-01	T 166	Supreme Ct., summons with notice, separation action, 1-95	T 216	Eviction notice post card, non payment Civil Ct., 11-06
W 81	Bill of Sale of Business- affidavit of title, restriction clause, 11-98	A 167	Mechanic's notice of: ind., part., corp. (N.Y.C. form), 9-96	T 224	Amended business certificate. ind. or partners, 11-98
W 82	Contract for Sale of Business, ind. or corp., 10-01	B 168	Notice of trend or request with statements, Civil Ct., 22 NYCRR 208.17, 1-86	T 225	General purpose, with power of attorney, 11-98
T 84	Security agreement in the nature of a conditional sales contracts (UCC), 1964	A 170	On instrument or judgment, notice of motion, affidavit, order, summons in lieu of complaint, blank ct., 7-88	T 231	Mechanic's lien, satisfaction of, ind., corp., 11-98
T 85	Security agreement assignment, ind., corp., 1966	P 172	Lease, any purpose, short form, single sheet, 5-78	B 242	Satisfaction of judgment, whole or partial, blank ct., 12-98
T 87	Equipment lease, 1978	T 173	Divorce and child support summary form, UCS-111, 12-01	X 245	Confession of judgment, ind., corp.: blank court, 1973
M 95	Health care proxy with living will directives, 7-94	T 175	Affidavit, subscribing witness to will, at testator's request, SCPA 1406, 6-89	B 250	Affidavit, Add. mailing of summons, CPLR 3215: default judg., bl ct., 1-87
101	Lease of a condominium unit, 8 pps., 12 sets, \$48.90, 5-16	T 176	Cancellation of partnership certificate, 11-98	W 251	Questions for corp. debtor, blank ct., 1963
M 102	Lease of a condominium unit, 11 pps., 12-14	P 181	Will, 2 pg., affidavit of subscribing witnesses, 8½" x 14", 12-91	A 261	Apartment in 2-5 family dwelling, furnished or unfurnished, brokerage cl., guaranty, acknowledgments, extra space, 12-14
B 106	Blank Ct. summons, with notice, 4-94	P 182	Will short form, 8½" x 13½", 100% Rag content, 9-02	B 268	Summons, endorsed or annexed formal compl., 22 NYCRR 208.6(b), 10-94
M 107	Partnership, Articles of, 11-98			T 275	Satisfaction of mortgage, NYBTU 8035, 11-98
B 110	General release, individual, 10-05			T 278	Executor's NYBTU 8005-A, short form, 11-98
B 111	General release, corporation, 10-05			W 281	Assignment of lease, 11-98
T 112	General release, joint tortfeasor's clause, ind., corp., 11-98			A 283	Mortgage long form, NYBTU 8014, 11-98
				A 285	Warranty, full covenants, NYBTU 8008, long form, 11-98
				A 289	Bargain & sale, no covenant, NYBTU 8006, long form, 11-98
				A 291	Bargain & sale, covenant, NYBTU 8007, long form, 11-98
				A 293	Quitclaim, NYBTU 8009, long form, 11-98
				M 294	Quitclaim, long form D, 11-98

W 295	Release of part of the mortgaged premises: NYBTU 8034, 11-98	T 421	Exemption notice, CPLR 5222-a(b), serve with restraining notice & two exemption claim forms, 1-09	C 542	Request for hospital record & medical report, for use by attorney to examine client's record, 11-98
A 296	Executor's NYBTU 8010, long form, 11-98	T 422	Exemption claim form, CPLR 5222-a(b), serve two with restraining notice & exemption claim form, 1-09	T 543	Request for patient information, PHL§18, 5-94
M 297	Referee's, in foreclosure F, 11-98	T 426	Notice to judgment debtor, a natural person, CPLR 5222 (d) & (e) blank ct., 1-09	B 547	Receipt post card for OCA statements of retainer and closing, 1-96
B 300	Notice of appear., answer & demand, Civil Ct., 7-74	T 427	Questions financial institution, use with information subpoena, No. T 410, X 407 or X 417, 5-05	T 548	Retainer, sliding scale, App. Div., 1st & 2nd Dept., 3-14
T 305	Request for preliminary conference, 22 NYCRR 202.12(a), 9-00	T 438	Notice to take deposition on oral exam, general use, Blank Ct., 6-85	T 549	Statement as to retainer, App. Div., 1st & 2nd Dept., 3-14
T 306	Civil Court, judgment on default, verified complaint, military service affid., 1-95	T 439	Income execution, Blank Court, 1-17	T 579	Debt or claim against decedent estate, with affidavit
B 307	Notice to tenant, 30 days to terminate monthly tenancy or month to month, 6-00	X 444	Original petition non-payment dwelling or business, 1-95	P 586	Assignment of lease with assumption, 11-98
T 308	Ten day notice to quit where no landlord and tenant relationship exists, 7-07	X 445	Original notice of petition, non-payment dwell. or bus., 6-90	T 600	Answer, blank ct., 1977
T 312	Affirmation of good faith for preliminary conference, 22 NYCRR 202.12, 4-88	X 446	Copy, notice & petition, non-payment dwelling or bus., 1-95	T 601	Application for index number, CPLR 8018(a)2, 7-03
T 313	Seasonal, house or apartment, vacation residence etc. single page guarantee, acknowledgments, 12-14	T 447	Warrant, non-payment, dwelling or business, 1974	P 607	Prom. note, witness, large space, 7 $\frac{7}{8}$ " x 11" litho border
B 314	Stipulation discontinuing action, Civil Court, 12-88	T 448	Original petition holdover, dwelling or business, 1-95	P 618	Seaman's release
X 317	Consent. change (substitution) of attorney, blank ct., 11-98	T 449	Original notice of petition, holdover, dwelling or business, 11-88	628	Purchase & sale record of second hand articles, 3-pt., bound book of 50 sets, \$33.65, 5-95
B 323	Civil Court, judgment on inquest or after trial, 1974	T 451	Questions for individual debtor, blank ct., use with information subpoena, No. T 410, T 407 or X 417, 1964	629	Same, 2-pt., 4-80, \$31.55
326	Rent stabilization rider, use with M56, T327 and A53, pkg. of 25, 7-14	454	Statement of client's rights and responsibilities, 2 pt. sets, 24/pkg., \$27.50	630	Dealers record of purchases: precious metals, 1-\$62.20, 10-\$55.30 ea.
326BX	Same, box of 250, quantity pricing, 7-14	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, 2-01	T 638	Discontinuance of assumed name, certificate of corp., 7-04
T 327	Apartment, stabilized, substantial coverage, single sheet, 12-14	T 461	Medical malpractice action, 22 NYCRR 202.56(b), 10-86	T 639	Amendment of assumed name, corporation, 8-04
330	Renewal lease (RTP-8), pkg. of 25, 3pt. carbonless sets, \$29.65, 3-16	T 462	Revocation of power of attorney, 7-10	P 666	Combined note and mortgage, short form, 11-98
330BX	Same, box of 250, quantity pricing, \$181.50, 3-16	R 467	Summary judgment, affidavit, notice of motion, blank ct., 1974	P 678	Warranty, basic covenants, short form A, 11-98
T 341	Cancellation of business certificate, individual, 11-98	T 471	Notice of appeal, 1973	P 679	Assign. of mortgage, covenant, NYBTU 8022, 8024, 11-98
T 342	Consumer credit transaction summons with blank formal compl., verif. 22 NYCRR 203.6(b), use with B 269, 1-95	T 472	Release & receipt to executor or administrator, with receipt, ind., corp., 11-98	T 685	Warranty, full covenants, NYBTU 8003, short form, 11-98
B 344	Demand for jury, Blank Court	T 473	Shareholder consent to sale or lease	P 688	Warranty, full covenants, short form A, 11-98
A 348	Construction, small, owner and contractor, 1-78	A 477	RADI form A, Civil, App. Div. 2nd Dept., 9-93	T 689	Bargain & sale, no covenant, NYBTU 8001, short form, 11-98
T 354	Questions for 3rd party, blank ct., 1974	T 482	RADI form C, Civil, App. Div. 2nd Dept., 9-93	T 691	Bargain & sale, covenant, NYBTU 8002, short form, 11-98
T 362	Mechanic's lien, waiver of, 11-98	D 485	Promissory note, non-negotiable, interest	T 693	Quitclaim, NYBTU 8004, short form, 11-98
A 365	Mechanic's notice of ind., part., corp. (outside N.Y.C.), 9-96	T 487	Real estate, option to purchase, 11-98	P 694	Quitclaim, short form D, 11-98
T 366	Notice of lien for common charges, Condominium Act, RPL §339-z, 339-aa, 11-98	P 490	Attorney's written letter of engagement, 22 NYCRR 1215, 3-02	761-5	Continuous form, verified compl., blank ct. 5 pt., 1-95
T 368	Stipulation canceling lis pendens with attorney's affidavit, CPLR 6514 (d) and Affirmation of atty. cancel lis pendens CPLR 6514 (e), 7-04	B 493	Discontinuing action, blank court, 12-88	765-4	Information subpoena, restraining notice, 4 pt. NCR, 1-09
T 372	Lis Pendens, consent & order to cancel, foreclosure, 9-74	A 495	House, furnished or unfurnished, moderate coverage, 12-14	A 880	Lease, bus., loft or office, marginal headings
T 380	Pre-argument statement, civil appeal, 1st Dept., 4-91	A 496	Statement for proposed distribution, 22 NYCRR 202.16, 2-95	P 889	Lease, house furnished or unfurnished, 5-86
T 386	Mechanic's lien on public improvements, 8-94	T 498	Verified statement of barriers to remarriage, affidavit of service, DRL Sec. 253, 5-96	P 890	Lease, apartment, short form, 5-86
T 394	Recognition agreement, joint bar committee form, 4-94	T 510	Original petition, any grounds, 1-95	A 901	Deed, warranty, full covenants, ind., corp., 4-83
T 395	Acceptance of, assign., assumption of proprietary lease, 1973	T 510c	Copy petition, copy notice of petition, any grounds, 1-95	P 908	General release, plain English, 10-81
B 399	Request for judicial intervention, 22 NYCRR 202.6, 3-11	T 511	Original notice of petition, any grounds, 3-89	M 911	Will, affidavit of executor and witness, self proving affidavit, 5-87
T 407	Information subpoena, Civil Ct., to judgment debtor or to witness, 8-12	T 519	Judgment, evict. & rent, default, non-pay. dwell. or bus., 1973	M 913	Contract of sale, realty broker's attorney review section, 9-93
T 409	Affirmation, order to show cause, non-compliance with subpoena, Civil Ct., 11-77	T 530	Judgment of eviction, default, after trial or inquest, holdover, dwelling or business, 1974	M 915	Lease, apartment, comprehensive form, 5-86
T 410	Information subpoena, Civil Ct., with restraining notice, and notice to garnishee or witness, 8-12	B 537	Note of issue, certificate of readiness, all departments, 9-95	M 916	Contract of sale, standard, 9-93
X 411	Subpoena to judgment debtor, blank ct., 1976	B 538	Closing state., contingent fee, App. Div. 1st & 2nd Dept., 3-05	M 918	Deed, bargain and sale without cov. ind. or corp., 11-93
T 416	Restraining notice to garnishee, CPLR 5222, blank ct., 1-09	T 540	Retainer, straight 33 $\frac{1}{3}$ %, App. Div., 1st & 2nd Dept. Statement as to Retainer, 3-14	922	Contract of sale, comprehensive form, \$31.25, 5-86
X 417	Information subpoena, blank Ct., to judgment debtor or to witness, 8-12	T 541	Statement as to retainers, App. Div., 1st & 2nd Dept., blank fee. also condemnation, 3-14	M 974	Mortgage, subordinate, ind. or corp., 5-86
T 420	Affirmation, order to show cause, non-compliance with subpoena, blank ct., 11-77			B1000N	Serial note, accel., 4 notes on each sheet, perforated, endorser waives presentment, demand, notice of protest & of dishonor on back: individual, 100 on pad

M1220	General power of attorney, disability clause. Conn. Statutory Short Form Power of Attorney Act, 5-11	M1683	Will, 4 pg., large blank space, 9-91	P 3202	Living Will, 5-85
W1249	Business premises, double page, 12-76	P 1688	Warranty, full covenants, 1 side recording A, 11-98	T 5102	Corporate record tickler, 10-10
M1251	Apartment, furnished or unfurnished, 9-11	P 1693	Quitclaim, 1 side recording D, 11-98	MINUTES & BY-LAWS	
M1252	House, furnished or unfurnished, 9-11	P 1697	Referee's, in foreclosure D 1 side recording, 11-98	5150	New York Business Corporation (BCL), \$9.50, 1998
T 1406	Original petition, non-payment, dwelling or business, 1-95	A 1890	Apartment lease, comprehensive form for a multiple dwelling, furnished or unfurn, 7-96	5152	New York Professional Corporation (Art. 15), \$8.50
T 1407	Original notice of petition, non-payment, dwell., or business, 3-89	A 1891	Apartment lease, owner occupied multiple dwelling, furnished or unfurnished, 6-94	5153	New York Not-For-Profit Corporation (N-PCL), \$22.50, 7-17
T 1408	Warrant, non-payment, dwelling or bus., 10-83	A 1892	Seasonal, short term lease. Used for vacation homes and seasonal terms, 6-94	5154	New York LLC Operating Agreements, \$17.50
T 1410	Original petition, holdover, dwelling or business, 1-95	A 1893	House lease, 6-94	5159	Nationwide LLC Operating Agreements, etc., \$17.50
T 1411	Original notice of petition, holdover, dwell. or business, 3-89	A 1894	Lease of a condominium unit, 6-94	5160	Blank state model business corporation act, \$9.50
T 1412	Judgment, evict. & rent, default, non-pay., dwell. or bus., 1974	A 1894	Lease of a condominium unit, 6-94	5161	Blank state membership corporation, \$9.50
T 1419	District Court, blank county, 6-93	3100	Retail installment contract, \$32.95, 10-82	5162	Blank state professional corp., by-laws only, \$9.50
T 1423	District Court, judgment on inquest or after trial, 1974	T 3112	Inventory of furniture and furnishings (lease rider or checklist), 6-94	5169	Missouri business corporation, \$9.50
T 1600	Notice of intent to claim, motor vehicle, MVAIC, 5-04	T 3121	Certificate of Non-Foreign Satus, IRC Sec. 1445, Ind., 6-85	5170	California business corporation, \$9.50
T 1624	Satisfaction of mortgage, 1 side recording, 11-98	3125	Real estate, sale of, office, commercial, multi-family residential premises, \$30.25, 2-88	5171	Connecticut business corporation, \$9.50
T 1664	Serve with formal compl., Suffolk, 22 NYCRR 212.6(d), 2-92	T 3129	Authorization to release medical and hospital records, 10-85	5172	Delaware business corporation, \$9.50
P 1678	Warranty, basic covenants, 1 side recording A, 11-98	3140	Lead paint booklet, English, 12-12	5173	Florida business corporation, \$9.50
		3141	Lead paint disclosure, lease of residence, 9-96	5174	New Jersey business corporation, \$9.50
		3142	Lead paint disclosure, sale of residence, 9-96	5175	Pennsylvania business corporation, \$9.50
				5176	Texas business corporation, \$9.50
				5177	Illinois business corporation, \$9.50
				5178	Michigan business corporation, \$9.50
				5179	Georgia business corporation, \$9.50

All covers have electronic service, overnight-courier affidavits and the following forms:

Inside—

- Attorney's certification — Attorney's affirmation
- Individual verification — Corporate verification
- Affidavit of service of papers (extra space for multiple recipients)

On Cover—

- Notice of entry — Notice of settlement
- Admission of service
- Certification pursuant to Rule 22 NYCRR 130.1.1-a

Staple-Concealing Style

This cover has a unique double-scored binding system that conceals staples. Allows for removal or addition of papers. The 8½" x 12½" size fits laser trays and reduces bulk for easy mailing and filing. Text printed in black with blue legal border for a distinctive appearance. Vertical style only. Blue, off-white or canary linen manuscript. Cat. No. 2902, 2905 and 2906

BLAZER Forms & Computer Covers

Same as Cat. No. 2902, above, with forms on inside cover and imprint side blank, for use with BLAZER and BLUMBERG FORMS Online, or your own imprint program. Blue, white or canary. Cat. No. 2905

Lonely Lawyer Lit Back

A busy attorney without staff created the Lonely Lawyer Certification, Verification and Affirmation of Service forms for this NY Lit Back. Blue Linen only. Cat. No. 2906

Traditional Horizontal* or Vertical Styles**

9" x 12½". Request cutting to 8½" to fit laser trays. Indicate your choice of color when ordering.

Description	Horizontal*	Vertical**
Antique Manuscript (all colors)	Cat. No. 1500	Cat. No. 1501
Linen Manuscript (blue, off-white & canary)	Cat. No. 2900	Cat. No. 2901

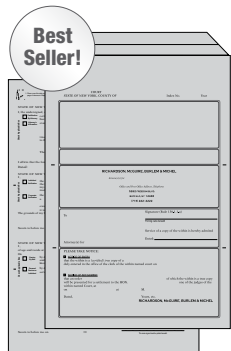
Color codes: DB—dark blue; WH—off-white; LB—light blue; CA—canary; GY—gray.

IMPRINTED Prices include covers and 6 line imprint in black.

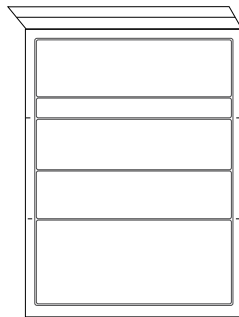
Cat. No.	Each Add'l				
	100	250	500	1000	1000
1500, 1501, 1511, 2900, 2901, 2902, 2906, 2911	\$80.30	\$92.90	\$98.25	\$144.00	\$121.00
5000 or more, request quote. 800 221-2972 Ext. 1692 or 1695					

PLAIN, WITHOUT IMPRINT

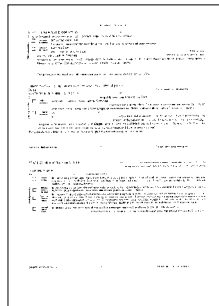
Cat. No.	Description	Size	Qty-100	Qty-500
1500 C2	N.Y. Litigation Cover	9" x 12½"	\$30.50	—
1500 D2	N.Y. Litigation Cover	9" x 12½"	—	\$139.60
1511 WH	Backscan™	8½" x 11"	33.60	—
2902 C2	N.Y. Litigation Cover	8½" x 12½"	33.60	—
2902 D2	N.Y. Litigation Cover	8½" x 12½"	—	144.20
2905 C2	N.Y. Litigation Cover	8½" x 12½"	33.60	—
2905 D2	N.Y. Litigation Cover (blue only)	8½" x 12½"	—	144.20
2906 C2	N.Y. Litigation Cover (blue only)	8½" x 12½"	33.60	—



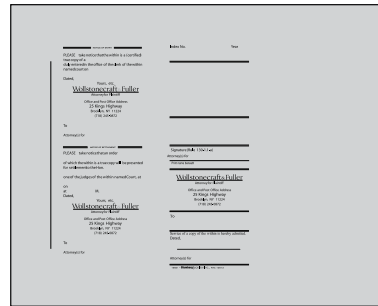
Cat. 2902
Unique double-score fold conceals staples



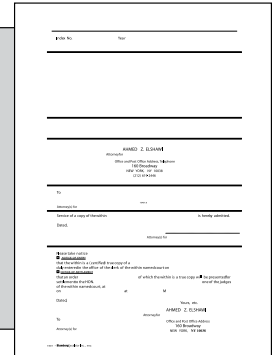
Cat. 2905 For computer printers



Forms inside (all covers)



Cat. 1500 Horizontal style



Cat. 1501 Vertical style

BackScans™ Cat. 1511

Scannable Litigation Covers

Letter size versions of our popular litigation covers that can be scanned with the documents filed at the courthouse. County Clerks that now scan filed papers have requested that the documents be bound with 2-prong fasteners or binder clips.

- White is standard.
- Canary, grey, light blue, available on special order.
- Note that courts in some counties may reject colored documents.

HOW TO ORDER Imprinted Legal Covers

Please give: 1. Catalog number, 2. Size, 3. Color, 4. Quantity

5. Send sample or printed copy and include:
 - a. name, b. title: Counselor at Law, Attorney at Law, Law office of, etc., c. street address, d. city, state and zip code, e. telephone number (include area code), optional.
6. Choose **GOTHIC, ROMAN, CHELTENHAM** or **ARIAL** type. Proofs only if requested, \$20. Submit a sample for a close match or a mechanical; \$20 charge includes one proof.

To accommodate long names, we reserve the right to substitute a condensed type face.

Consider these imprinting options —

- Name printed on flap on top bound styles: \$6.00—up to 4 lines.
- Assorted colors or stock — \$4.50 each change.
- Blind scoring on top bound styles, \$5.75/first 100; \$3.40 each add'l 100.
- 3-hole punching on report style covers — \$8.50 per 100.
- Cutting charges — \$6.85 up to 999; 1,000 and up no charge.
- Combine sizes — \$5.50 each change.