



ARBITRATION

- ARB001 Notice of Petition to Compel Arbitration
- ARB002 Petition to Compel Arbitration
- ARB003 Notice of Motion to Stay Action and Compel Arbitration
- ARB004 Supporting Affidavit on Notice to Stay Action and Compel Arbitration
- ARB005 Notice of Motion to Compel Arbitration Pursuant to New York Stock Exchange Rules
- ARB006 Supporting Affidavit on Motion to Compel Arbitration Pursuant to New York Stock Exchange Rules
- ARB007 Notice of Motion to Stay Arbitration
- ARB008 Affirmation in Support of Motion to Stay Arbitration
- ARB009 Modification of Arbitration Award
- ARB010 Notice of Motion to Confirm Arbitration Award
- ARB011 Affidavit in Support of Motion to Confirm Arbitration Award
- ARB012 Notice of Motion to Dismiss or Stay the Action Pending Arbitration



BUYING AND SELLING A SMALL BUSINESS

- BUY001 Letter of Intent
- BUY002 Assets Purchase Agreement
- BUY003 Restrictive Agreement
- BUY004 Bill of Sale and Assignment
- BUY005 Employment Agreement
- BUY006 Promissory Note
- BUY007 Nondisclosure Agreement
- BUY008 Guaranty
- BUY009 Closing Memorandum
- BUY010 Escrow Agreement
- BUY011 Agreement of Assumption and Release
- BUY012 Security, Pledge and Escrow Agreement (Stock Purchase)
- BUY013 *Limited Guaranty
- BUY014 *Closing Checklist
- BUY015 Directors' & Shareholders' Resolutions Authorizing the Sale/Purchase of Assets
- BUY016 Plan of Liquidation & Dissolution
- BUY017 Directors' & Shareholders' Liquidation Resolutions



WHAT IS A DEBT COLLECTION CASE?

- COL001 Written Demand to Commercial Debtor
- COL002 # Written Demand to Consumer Debtor
- COL003 Written Demand to Corporate Debtor and Guarantor
- COL004 * Postal Search
- COL005 Confirming Letter
- COL006-A # Stipulation of Settlement
- COL006-B Stipulation of Settlement – Default Affirmation
 - COL007 Affirmation of Mailing of Summons (CPLR 3215(g))
 - COL008 Statement of Service by Mail and Acknowledgment of Receipt
 - COL009 Order to Sever
 - COL010 Affirmation in Support of Plaintiff’s Claim for Attorneys’ Fees
 - COL011 # Order Awarding Attorneys’ Fees
- COL011A # Supplemental Attorney Fee Affirmation
 - COL012 # Summons – Regular
 - COL013 # Summons – Consumer Credit Transaction
 - COL014 # Statement for Judgment
 - COL015 Complaint (Goods Sold and Delivered)
 - COL016 Verified Complaint (Promissory Note)
- COL017 # Summons and Motion for Summary Judgment in Lieu of Complaint: Judgment and Order
- COL018 Affidavit of Confession of Judgment

COL019 * Alternate Affidavit of Confession of Judgment

COL020 # Affidavit of Mailing (Natural Person) CPLR§3215(g)3

COL021 # Affidavit of Mailing (Corporate) CPLR§3215(g)4

COL022 *Additional Mailing Notice (Corporate) CPLR§3215(g)4



CORPORATE & PARTNERSHIP

- COR001 Waiver of Notice of Organization Meeting
- COR002 Resolutions Adopted by Incorporator
- COR003 Waiver of Notice of First Meeting of Board of Directors
- COR004 Waiver of Notice of First Meeting of Shareholders
- COR005 Waiver of Notice of Annual Meeting of Shareholders
- COR006 Waiver of Notice of Special Meeting of the Board of Directors
- COR007 Action by Unanimous Written Consent of the Shareholders
- COR008 Action by Unanimous Written Consent of the Board of Directors
- COR009 Minutes of First Meeting of Shareholders
- COR010 Minutes of Annual Meeting of Shareholders
- COR011 Minutes of First Meeting of the Board of Directors
- COR012 Sample Petition for Dissolution of Corporation under BCL § 1104-a



COMMERCIAL REAL ESTATE

- CRE001 *Bargain and Sale Deed with Covenant Against Grantor's Acts
(Individual or Corporation) (Form 8007)
- CRE001A Contract of Sale
- CRE002 *Quitclaim Deed (Individual or Corporation) (Form 8009)
- CRE003 *Executor's Deed (Individual or Corporation) (Form 8010)
- CRE004 *Administrator's Deed (Form 8005)
- CRE005 Sample Form of Modification, Consolidation and Extension Agreement
- CRE006 Sample Memorandum of Lease
- CRE007 Satisfaction of Mortgage
- CRE-POA Power of Attorney – New York Statutory Short Form, New York
Statutory Gifts Rider and Suggested Modifications
- CRE010 *Affidavit of Title (Lender's Form)
- CRE011 # Sample F.I.R.P.T.A. Certification
- CRE012 *F.I.R.P.T.A. (Foreign Investment in Real Property Tax) Affidavit of
Facts Relating to the Withholding of Tax upon the Disposition of United
States Real Property Interests Pursuant to 26 U.S.C. §1445(B)(2)
- CRE014 *Document Recording Checklist
- CRE018 *Consent of Shareholders to Sale or Lease
- CRE-255 AFF Affidavit Under Section 255 Tax Law
GENL



CRIMINAL LAW

- CRM001 Notice of Appearance
- CRM002 Notice of Bail Motion
- CRM003 Affirmation in Support of Bail
- CRM004 Notice of Omnibus Motion
- CRM005 Affirmation
- CRM006 Request for a Bill of Particulars
- CRM007 Demand for Discovery
- CRM008 Mandate of Commitment for Criminal Contempt Committed
in the Immediate View and Presence of the Court
- CRM009 Order to Show Cause (Sample)
- CRM010 Arrest Warrant (Sample)
- CRM011 Sample Order to Show Cause #1
- CRM012 Sample Order to Show Cause #2
- CRM013 Sample Order to Show Cause #3
- CRM014 Sample Order to Show Cause #4
- CRM015 Sample Order to Show Cause #5
- CRM016 Sample Mandate of Commitment #1
- CRM017 Sample Mandate of Commitment #2
- CRM018 Sample Mandate of Commitment #3
- CRM019 Sample Arrest Warrant #1

CRM020 Sample Arrest Warrant #2

CRM021 Sample Arrest Warrant #3



ELDER LAW

- ELDR001 Power of Attorney – New York Statutory Short Form, New York Statutory Gifts Rider and Suggested Modifications
- ELDR004 New York Living Will
- ELDR008 Sample Revocable Trust
- ELDR009 Sample Pourover Will
- ELDR010 Sample Irrevocable Trust



ENFORCEMENT OF MONEY JUDGMENTS

- ENF001 Notice of Motion to Set Installment Payments
- ENF002 Affirmation in Support of Motion to Set Installment Payments
- ENF003 Installment Payment Order
- ENF004 Notice of Petition (Turnover Proceeding – CPLR 5227)
- ENF005 Petition (Turnover Proceeding – CPLR 5227)
- ENF006 Judgment (Turnover Proceeding – CPLR 5227)
- ENF008 Information Subpoena with Restraining Notice
- ENF009 Questions and Answers in Connection with Information Subpoena
- ENF010 Questionnaire for Individual Judgment Debtor
- ENF011 Questionnaire for Corporate Judgment Debtor
- ENF012 Questionnaire for Place of Employment
- ENF013 Notice to Judgment Debtor
- ENF014 # Income Execution
- ENF015 Property Execution
- ENF016 Property Execution with Notice to Garnishee
- ENF017 Exemption Claim Form
- ENF018 Exemption Notice
- ENF029 Affirmation & Order to Show Cause to Punish for Contemp
- ENF033 Final Order of Contempt
- ENF037 Warrant of Commitment & Supporting Affidavit
- ENF041 Subpoena *Duces Tecum* with Restraining Order to Judgement Debtor
- ENF044 Sample Form of Notice of Right to Garnish Federal Benefits
- ENF045 # Notice of Motion



GUARDIANSHIP

- GUAR001 Order to Show Cause—Application for Appointment of a Guardian of Person and Property
- GUAR002 Petition for Appointment of a Guardian of Person and Property
- GUAR003 Order to Show Cause—Application for Appointment of a Special Guardian
- GUAR004 Petition for Appointment of a Special Guardian
- GUAR005 Order to Show Cause—Application for Appointment of a Guardian with Request for Temporary Restraining Order (TRO) and Injunction
- GUAR006 Petition for Appointment of a Guardian with Request for Temporary Restraining Order (TRO) and Injunction
- GUAR007 Consent of Court Evaluator
- GUAR008 Affidavit of Responsibility of Court Evaluator
- GUAR009 Report of Court Evaluator
- GUAR010 Order for Independent Medical Expert
- GUAR011 Affidavit of Court Evaluator to Retain Independent Medical Expert
- GUAR012 Order and Judgment Appointing Guardian of the Person and Property
- GUAR013 Order and Judgment Appointing Special Guardian
- GUAR014 Oath and Designation of Clerk
- GUAR015 Commission to Guardian
- GUAR016 Statement Regarding Real Property
- GUAR017 Order to Show Cause to Authorize Sale of Real Property
- GUAR018 Petition to Request Authorization to Sell Real Property
- GUAR019 Order Authorizing Sale of Real Property
- GUAR020 Report of Sale of Real Property

- GUAR021 Order to Show Cause to Discover Property
- GUAR022 Petition to Discover Property
- GUAR023 Initial Report of Guardian
- GUAR024 Initial Report of Guardian—Incapacitated Person in Nursing Home
- GUAR025 Annual Report of Guardian
- GUAR026 Final Report and Account of Co-guardians
- GUAR027 Petition for Settlement of Final Account
- GUAR028 Order to Show Cause for Approval of Final Account
- GUAR029 Order Settling and Approving Final Account
- GUAR030 Affidavit in Support of Order for Discharge
- GUAR031 Order Discharging Guardian and Surety
- GUAR032 Notice of Proceeding



LIMITED LIABILITY COMPANIES

- LLC003 Sample Retainer Agreement in Connection with Formation of LLC
- LLC004 Simple Operating Agreement—Delaware LLC with One Member
- LLC005 Operating Agreement—New York LLC with Professional Manager
- LLC006 Complex Operating Agreement—New York LLC, with Options for Various Situations
- LLC007 Operating Agreement of [Delaware] LLC (Manager Managed/SPE Limitations)
- LLC008 Operating Agreement of [Delaware] LLC (Member Managed/SPE Limitations)
- LLC009 Operating Agreement of _____, LLC
- LLC010 Sample Operating Agreement for PLLC



MATRIMONIAL LAW

- MAT001 Statement of Client's Rights and Responsibilities
- MAT002 # Retainer Letter
- MAT002A Demand for Statement of Net Worth (Demand Only)
- MAT003 Demand for Statement and Statement of Net Worth
- MAT004 # Client/Attorney Certification
- MAT005 # Letter to Spouse
- MAT006 Letter to Client re: Proposed Property Settlement Agreement (Confidential)
- MAT006A Letter to Client re: Proposed Property Settlement Agreement
- MAT007 Letter to Attorney re: Proposed Separation Agreement (Open)
- MAT008 # Letter to the Other Party's Attorney
- MAT009 # Separation Agreement
- MAT010 Letter to Client re: Tax Consequences
- MAT011 # Answer (Uncontested Action)
- MAT012 # Plaintiff's Statement of No Barriers
- MAT013 # Defendant's Statement of No Barriers
- MAT014 # Summons with Notice
- MAT015 # Notice to Take Deposition
- MAT015A Notice of Motion to Preclude
- MAT015B Affidavit in Support of Motion
- MAT016 Request for Preliminary Conference
- MAT017 Statement of Proposed Disposition
- MAT018 # Attorney's Affidavit of Regularity (Uncontested Action)

MAT019 Judgment (Uncontested Action)

MAT020 # Notice of Entry

MAT021 Plaintiff's First Demand for Discovery and Inspection

MAT022 Witness Subpoena

MAT023 Subpoena Duces Tecum

MAT024 # Qualified Medical Child Support Order

MAT025 Notice of Appeal

MAT026 # Notice of Settlement

MAT027 Plaintiff's Affidavit in Support of Judgment

MAT028 Support Collection Unit Information Sheet

MAT029 Uncontested Divorce Check List for Court Submission

MAT030 Notice to Provide Expert's Information

MAT031 Corrections to Depositions

MAT032 Notice to Admit Truth of Facts

MAT034 Verified Reply

MAT035 Living Expense (**Enter all**, no automatic calculations)

MAT036 Prospective Budget (**Enter all**, no automatic calculations)

MAT038 Complaint – Constructive Abandonment

MAT039 Notice for Preservation of Evidence

MAT040 Consent to Change Attorney

MAT041 Answer with Alternate right of Defendant to Obtain Divorce

MAT042 Notice of Appearance with Demand for Relief

MAT043 Memorandum of Separation Agreement

MAT044 Custody and Visitation Legislation Database Review Information Sheet

MAT045 Verified Complaint

MAT046 # Verified Complaint – No Fault with Children

MAT047 # Summons with Notice – No Fault

MAT048 Non-Engagement Letter

MAT049 Typical Preliminary Conference/Stipulation Letter



MECHANIC'S LIENS

- MEC001 Affirmation in Support of Application to Continue Private Lien
- MEC002 Extension of Lien on Private Property
- MEC003 Notice of Application to Continue Lien
- MEC004 Order Continuing Private Lien
- MEC005 Satisfaction (or Release) of Mechanic's Lien on a Private Improvement
- MEC006 Notice to County Clerk as to Mechanic's Lien Bond Pursuant to Lien Law § 19(4)(a) to Discharge Lien
- MEC007 Sample Bond
- MEC008 Acknowledgment by Surety and Principal
- MEC009 Certificate of Solvency § 1111 Insurance Law
- MEC010 Power of Attorney Resolution
- MEC011 Nonrevocation Certificate
- MEC012 Affidavit of Personal Service of Bond/Undertaking upon Corporation
- MEC013 Demand Pursuant to § 38 of the Lien Law
- MEC014 Demand for Verified Statement from Trustee under Lien Law § 76
- MEC015 Notice of Petition to Require Lien Law § 76 Statement
- MEC016 Petition to Require Trustee to Provide Lien Law § 76 Statement
- MEC017 Extension of Lien under a Public Improvement
- MEC018 Notice of Application to Continue Lien on Public Improvement
- MEC019 Attorney's Affirmation to Continue or Extend Public Lien Subsequent to Extension Procedure
- MEC020 Order Continuing Public Improvement Lien
- MEC021 Satisfaction or Release or Discharge of Lien on Public Improvement

- MEC022 Satisfaction of Lien—Public Improvement
- MEC023 Notice to Government Agency as to Public Improvement Lien Bond Pursuant to Lien Law § 21(5)
- MEC024 Bond Discharging Mechanic’s Lien—Public Improvement
- MEC025 Acknowledgment by Surety and Principal
- MEC026 Certificate of Solvency § 1111 Insurance Law
- MEC027 Power of Attorney Resolution
- MEC028 Nonrevocation Certificate
- MEC028A Affidavit of Personal Service of Bond/Undertaking upon Corporation
- MEC029 Verified Complaint to Foreclose a Mechanic’s Lien Filed Against Private Owner
- MEC030 Verified Complaint to Foreclose a Public Improvement Lien
- MEC031 Notice of Application for Ex Parte Order Discharging by Retention a Lien for a Public Improvement Pursuant to Lien Law § 21(6)
- MEC032 Affidavit in Support of Application for Ex Parte Order Discharging Lien for Public Improvement Pursuant to Lien Law § 21(6)
- MEC033 Order Discharging by Retention a Lien for Public Improvement Pursuant to Lien Law § 21(6)
- MEC034 Notice of Application for Order Requiring Itemized Statement Pursuant to Lien Law § 38 or Cancellation of Lien
- MEC035 Verified Petition for Order Requiring Lien Law § 38 Itemized Statement
- MEC036 Notice to Commence Action or Show Cause Pursuant to Lien Law § 59
- MEC037 Affidavit in Support of Application to Cancel Notice of Lien
- MEC038 Order Canceling Notice of Lien
- MEC039 Affirmation to Discharge Lien by Deposit
- MEC040 Verified Complaint Trust Fund Diversion



MORTGAGE FORECLOSURES

| | |
|---------|---|
| MF001 | Notice of Pendency of Action |
| MF002 | Summons (General) |
| MF002-1 | Summons (Residential Property of not more than three units) |
| MF003 | Complaint |
| MF004 | Order of Reference in Mortgage Foreclosure |
| MF005 | Affirmation of Regularity |
| MF006 | Referee's Oath |
| MF007 | Report of Amount Due |
| MF008 | Schedule A—Abstract of Documentary Evidence |
| MF009 | Costs of Plaintiff with Attorney's Affirmation |
| MF011 | Judgment of Foreclosure and Sale |
| MF012 | Affirmation of Service by Mail |
| MF013 | Notice of Foreclosure and Sale |
| MF014 | Terms of Sale |
| MF015 | Upset Calculation |
| MF016 | # Referee's Deed |
| MF017 | Referee's Report of Sale |
| MF018 | Statement of Sale |
| MF019 | Order Confirming Referee's Report of Sale |
| MF020 | # Help for Homeowners in Foreclosure Notice |
| MF021 | # Notice to Tenants of Buildings in Foreclosure |
| MF022 | * Supplemental Affirmation with Explanatory Memo |
| MF023 | # Notice to Tenants by Successor in Interest |



MORTGAGES

Standard Mortgage Documents

MORT001 Form of Assignment

Commercial Construction Mortgage Documents

MORT002 Completion Guaranty

MORT003 Building Loan Note

MORT004 Building Loan Agreement

MORT005 Building Loan Mortgage

MORT006 Guaranty of all Liabilities and Security Agreement

MORT007 Environmental Certificate and Indemnity Agreement

Non-Recourse Mortgages

MORT008 Sample “Exculpatory” Provision

MORT009 Limited Guaranty of Payment of “Non-Recourse Mortgage”

Participators

MORT010 Participation Agreement



REPRESENTING THE PERSONAL INJURY PLAINTIFF IN NEW YORK

A. Intake and Client Retention

- PI001 Sample Client Interview Sheet
- PI002 # * Statement of Client's Rights
- PI003 # * Statement of Client's Responsibilities
- PI004 Judicial Conference Retainer Statement

B. Investigation and Securing of Medical and Other Records

- PI005 HIPAA Compliant Unlimited Authorization for Plaintiff's Counsel to Secure Client's Records
- PI006 HIPAA Compliant Limited Authorization Sent by Plaintiff's Counsel to Defense Counsel or Defense Representative to Allow Release of Records, but without Conversation or Other Communication
- PI007 Letter from Plaintiff's Counsel to Doctor's Office Explaining HIPAA, Enclosing HIPAA Compliant Authorization, and Detailing What Is Being Requested
- PI007A Plaintiff's Arons/Porcelli Speaking Authorization for Defendants

C. Automobile Negligence and Insurance Related Forms

- PI008 Underinsured/Uninsured Notification Letter
- PI009 Sample New York No-Fault Computation Sheet
- PI010 Request for Driving Abstract
- PI011 Letter of Representation to Defendant Owner and Driver
- PI012 Pre-Suit Demand Letter for Insurance Information Under Insurance Law § 3420(f)(2)(A)

D. Commencing the Litigation

- PI035 *Court Summons
- PI013 Certificate of Merit (No Issue with Statute of Limitations) for Medical Malpractice Action
- PI014 Verified Summons and Complaint in a Medical Malpractice Action Involving Wrongful Death of an Infant with Attorney Verification
- PI015 Notice of Commencement of Medical Malpractice Action
- PI016 # Verified Summons and Complaint in an Automobile Negligence Case for Individual Plaintiff and Attorney Verification

E. Discovery and Amplification of Pleadings

- PI017 Plaintiff's Verified Bill of Particulars in a Medical Malpractice Action Involving Wrongful Death of an Infant
- PI018 Plaintiff's Notice of Availability for Physical Examination
- PI019 Plaintiff's Notice to Admit
- PI020 Plaintiff's General Combined Demands with a Demand for a Verified Bill of Particulars on Defendant's Affirmative Defenses
- PI021 Plaintiff's Notice to Produce Documents in a Product Defect Case with Jurisdictional and Successor Liability Issues as to Certain Defendants
- PI021A *Plaintiff's Combined Discovery Demands and Notice for Discovery and Inspection in Medical Malpractice Case
- PI038 Deposition Exhibit Log

F. Trial and Verdict

- PI036 Notice of Issue, Certificate of Readiness and Verification
- PI037 Certificate of Readiness and Verification
- PI022 Trial Exhibit List (Internal Use Only)
- PI023 Trial Notebook Index (Internal Use Only)
- PI024 Jury Selection Record (Internal Use Only)
- PI025 Trial Schedule

- PI026 Plaintiff's Request to Charge in a Medical Malpractice Case
- PI027 Plaintiff's Request to Charge in a Motor Vehicle Negligence Case
- PI028 Plaintiff's Proposed Verdict Sheet in a Medical Malpractice Case

G. Settlement and Closing of Case

- PI029 General Release
- PI030 Standard Stipulation of Discontinuance
- PI031 CPLR 5003-a Letter to Defendant Transmitting Settlement Documents
- PI032 Judicial Conference Closing Statement
- PI033 Client Disbursement Accounting
- PI034 # Trial Preparation Checklist



PROBATE AND ADMINISTRATION OF DECEDENT'S ESTATES

- PRB-A-1 *Petition for Letters of Administration (Form A-1)
- PRB-A-2 *Administration Citation (Form A-2)
- PRB-A-3 *Notice of Application for Letters of Administration (Form A-3)
- PRB-A-4 *Affidavit of Mailing Notice of Application for Letters of Administration (Form A-4)
- PRB-A-5 *Notice to Consul General (Form A-5)
- PRB-A-6 *Decree Appointing Administrator (Form A-6)
- PRB-A-7 *Affidavit of Regularity (Form A-7)
- PRB-A-8 # * Waiver of Citation, Renunciation and Consent to Appointment of Administrator (Individual) (Form A-8)
- PRB-A-9 # * Waiver of Citation and Consent to Appointment of Administrator (Corporation) (Form A-9)
- PRB-A-10 *Affidavit of Service of Citation (Adult) (Form A-10)
- PRB-P-1 *Petition for Probate (Form P-1) (PDF Version)
- PRB-P-1 Petition for Probate (Form P-1) (*Microsoft Word Version*)
- PRB-P-2 *Application for Preliminary Letters Testamentary (Form P-2)
- PRB-P-2-Consent *Consent and Designation of Corporate Preliminary Executor (Inside New York State)
- PRB-P-3 *Affidavit of Attesting Witness (Form P-3)
- PRB-P-4 # * Waiver of Process; Consent to Probate (Form P-4)
- PRB-P-5 *Probate Citation (Form P-5)
- PRB-P-6 *Notice of Probate (Form P-6)

- PRB-P-7 *Affidavit of Service of Citation (Form P-7)
- PRB-P-8 *Application to Dispense with Testimony of Attesting Witness (Form P-8)
- PRB-P-9 *Affidavit Proving Handwriting (Form P-9)
- PRB-P-10 *Renunciation of Nominated Executor and/or Trustee (Form P-10)
- PRB-P-11 # * Renunciation of Letters of Administration c.t.a. and Waiver of Process (Form P-11)
- PRB-P-12 *Affidavit of No Debt (Form P-12)
- PRB-P-13 *Affidavit of Comparison (Form P-13)
- PRB-AttCert *Attorney's Certification in Probate Proceeding
- PRB-Decree *Decree Granting Probate
- PRB-207-20 *Inventory of Assets (Rule 207.20)



REAL ESTATE TRANSACTIONS RESIDENTIAL

- RE001 Blank Worksheet for Estimating Closing Costs
- RE002 Attorney's Checklist—
Action Prior to, at Time of, and Subsequent to Closing
- RE002A Residential Contract of Sale (*In Word Format*)
(NYSBA/NYSLTA/ABCNY/NYCLA)
- RE002A * Residential Contract of Sale (*In PDF Format*)
(NYSBA/NYSLTA/ABCNY/NYCLA)
- RE003 Contract of Sale (NYBTU Form 8041)
- RE003A Property Condition Disclosure Statement
- RE004 Lead Paint Disclosure Form for Housing Sales
- RE005 Lead Paint Disclosure Form for Housing Rentals and Leases
- RE006 Rider Clauses to Contract of Sale—Purchaser
- RE007 # Holdover Agreement (Short Form)
- RE008 Holdover Agreement (Long Form)
- RE009 Occupancy Agreement
- RE010 Acceleration Affidavit—To Postpone Condition Requiring Borrower to
Sell Current Residence
- RE011 # Attorney's Affidavit of Compliance
- RE012 Warranty Deed with Full Covenants
- RE013 Bargain and Sale Deed, with Covenant Against Grantor's Acts
(Individual or Corporation)
- RE014 Bargain and Sale Deed, Without Covenant Against Grantor's Acts
- RE015 Quitclaim Deed (IRS-8009)
- RE016 Executor's Deed (NYBTU-8010)
- RE016A Administrator's Deed
- RE017 Referee's Deed in Foreclosure
- RE018 F.I.R.P.T.A. Non-Foreign Certification by Individual Transferor
- RE019 F.I.R.P.T.A. Affidavit of Facts Relating to the Withholding of Tax upon
the Disposition of United States Real Property Interests Pursuant to 26

U.S.C. 1445(B)(2)

- RE020 Undertaking/Indemnity for Transfer Tax by Transferee and Its Designated Title Agency
- RE021 Rider Clauses to Contract of Sale—New Construction
- RE022 Rider Clauses to Contract of Sale—Condominium Unit
- RE022A * Contract of Sale—Cooperative Apartment
- RE022B Contract of Sale – Condominium Unit (*In Word Format*)
- RE022B * Contract of Sale – Condominium Unit (*In PDF Format*)
- RE023 Rider Clauses to Contract of Sale—Cooperative Apartment
- RE024 Brokerage Agreement—Seller
- RE025 Blank Worksheet Form for Calculating Seller’s Closing Costs
- RE026 Rider Clauses to Contract of Sale—Seller
- RE027 Seller’s Attorney’s Transmittal Letter
- RE028 Phraseology of Typical Title Report Exceptions
- RE029 Certification for No Information Reporting on the Sale or Exchange of a Principal Residence
- RE030 Sample of “No Other Name” and “No Judgments” Affidavit Submitted for Clearance of Title—Exceptions Raised
- RE031 Natural Person Mortgagee—Affidavit of Exemption § 253(1-a)
- RE032 Power of Attorney – New York Statutory Short Form, New York Statutory Gifts Rider and Suggested Modifications
- RE035 * An Act to Amend the Real Property Law - Disclosure Regarding Real Estate Agency Relationship (ch 549)
- RE036 Addendum to Contract for Purchase and Sale
- RE037 Help for homeowners in Foreclosure
- RE038 Buyer Retainer Letter
- RE039 Seller Retainer Letter
- RE040 Disclosure Statement
- RE041 Privacy policy Notice
- RE043 Authorization to Release Information
- RE044 Title Insurance and You
- RE045 Is Title Insurance Worth the Extra Cost?
- RE046 What Does a Survey Do For Me?
- RE048 Investor Addendum

RE049 Uniform Acknowledgement In State
RE050 Uniform Acknowledgement Out of State
RE051 Subscribing Witness Acknowledgement In State
RE052 Subscribing Witness Acknowledgement Out of State
RE053 * Columbia County Supplemental Real Estate Transfer Tax Return
RE054 * Peconic Bay Region Community Preservation Fund
RE055 * Town of Warwick Community Preservation Fund (CPF) Transfer Tax
RE056 * Town of Red Hook Transfer Tax - Community Preservation Fund
RE057 Affidavit of Title
RE058 Judgment Affidavit
RE059 Fence and Boundary Affidavit
RE060 Survey Affidavit
RE061 Affidavit as to Power of Attorney Being in Full Force
RE062 Occupancy Agreement for Seller in Possession After Closing
RE063 Mortgage Note (Fixed Rate)
RE064 Mortgage Note (NYBTU Form 8011)
RE065 Mortgage
RE066 Mortgage (Statutory Short Form M)
RE067 Combined Note and Mortgage
RE068 Affidavit of Exemption (Tax Law §253(1-A))
RE069 * Cayuga County Clerk's Recording Page
RE070 * Fulton County Recording Page
RE071 * Hamilton County Recording Page
RE072 * Orange County Clerk's Office Recording Page
RE073 * # Oswego County Recording Page
RE074 * Ostego County Recording Page
RE075 * Putnam County Recording Page
RE076 * Schenectady County Recording Page
RE077 * Suffolk County Recording Page
RE078 * Tioga County Recording Page
RE079 * Westchester County Clerk Recording Sheet
RE080 * Sample Closing Statement

- RE081 # Recording Fees, Mortgage Tax Rate and County Cover Sheet
- RE082 * City of Yonkers Transfer Tax Form
- RE083 * City of Mount Vernon Transfer Tax Form and Instructions
- RE084 * City of Peekskill Real Property Transfer Tax and Instructions
- RE085 * General Offices, Addresses and Telephone Numbers for Assistance in Disposing of Matters Raised in the Title Report
- RE086 * Statutes of Limitations Chart
- RE413 Broker's Offer Memorandum — Fact Sheet
- RE415 Estimate for Closing Costs — Purchaser
- RE417 Resource Guide to Addresses and Numbers for Credit Report Information
- RE418 Resource Guide to Agencies and Numbers for Home Environmental Health and Safety Information
- RE421 Estimate of Closing Costs — Seller
- RE423 Contents of Affidavit Seeking to Discharge Mortgage Where Lender Failed to Provide Satisfaction
- RE425 Transitional Rules and Procedures Until Torrens System Abolished
- RE427 # Resources for Senior Citizen Homeowners
- RE429 Sample Schedule A — Condominium Unit Description
- RE433 Acceptance of Statutory Short-Form Power of Attorney – Sample Letter
- RE435-A Uniform Form Certificate of acknowledgement (within New York State)
- RE435-B Uniform Form Certificate of Proof of Execution by Subscribing Witness(es) for Instruments Relating to Property in New York
- RE437 Sample Retainer Letters
- RE461 Privacy Policy Notice
- RE-fact sheet * EPA/HUD Lead Paint Fact Sheet
- RE-lead brochure * # *Protect Your Family from Lead in Your Home* pamphlet
- RE-SMOKEALARM Smoke Alarm and Carbon Monoxide Detector Affidavit
- RE-TAX-Dates * Westchester County Property Tax Payment Dates



WILL DRAFTING

- WIL002 Dual Representation Letter
- WIL003 Separate Representation Letter
- WIL004 Sample Last Will and Testament with Affidavit for Attesting
Witnesses
- WIL005 Will Execution Checklist
- WIL006 Health Care Proxy and Living Will
- WIL007 Fact Gathering Checklist



ZONING AND LAND USE

- ZON001 Amendment to Zoning Local Law
- ZON002 # Application for Appeal to the Zoning Board of Appeals
- ZON003 # Application for Change in Zoning
- ZON004 Application for Public Access to Records and Response
- ZON005 # Application for Public Access to Records and Response (Alternate Form)
- ZON006 Area Variance Denied (Setback)-Sample Appeal Action
- ZON007 Area Variance Granted (Setback)-Sample Appeal Action
- ZON008 Area Variance: Insufficient Front Footage
- ZON009 Area Variance: Insufficient Height
- ZON010 Area Variance: Maximum Lot Coverage
- ZON011 Basic Form for Complaint, Violation of Zoning Ordinance
- ZON012 # Code Violation Letter from Attorney
- ZON013 Compliance Order to Remedy Violation of Uniform Fire and Building Code
- ZON014 Contract – Zoning to Accommodate Rezoning for Senior Housing Project
- ZON015 # Determination of Type II Action
- ZON016 # Determination that Proposed Activity Does Not Require Environmental Review
- ZON017 # * Environmental Notice Bulletin Form
- ZON018 Form for Use Variance Findings
- ZON019 # General Release and Indemnification Agreement to Accommodate Site Plan Review for Environmental Remediation
- ZON020 Information Regarding Zoning Ordinance Violation
- ZON021 Interpretation of Zoning Ordinance-Sample Appeal Action
- ZON022 Lead Agency Notice to Other Interested Agency
- ZON023 Letter to County Department of Planning Requesting Review of Variance Application
- ZON024 Local Law Establishing Training for Planning Board and Zoning Board of Appeals
- ZON025 Local Law Permitting Appointment of Ad Hoc Temporary Members to Zoning Board of Appeals

- ZON026 Map Endorsement-Subdivision Regulations
- ZON027 # Model Conditioned Negative Declaration of Significance
- ZON028 Model Special Use Permit
- ZON029 # Notice of Adoption of Zoning Local Law (Village)
- ZON030 # Notice of Public Hearing re Interpretation of Zoning Ordinance or Alternative Variance
- ZON031 # Notice of Public Hearing: Planning Board Site Plan Review (Model)
- ZON032 # Notice of Public Hearing: Zoning Board of Appeals Area Variance (Model)
- ZON033 Order to Remedy Violation of Zoning Local Law
- ZON034 Planning Board Procedure for Assignment of Alternate Members
- ZON035 Preliminary Response to Request
- ZON036 # Rehearing-Notice of Public Hearing re Zoning Board of Appeals Decision
- ZON037 Request Letter
- ZON038 # Resolution Accepting Contract - Zoning to Accommodate Rezoning for Senior Housing
- ZON039 # Resolution Accepting Declaration of Covenants and Restrictions (Model)
- ZON040 # Resolution Adopting Zoning Local Law (Village)
- ZON041 Resolution Appointing Planning Board
- ZON042 Resolution Designating Approved Training Courses for Members of Planning Board and Zoning Board of Appeals
- ZON043 Resolution of Adoption of Local Law
- ZON044 # Resolution that Zoning Determinations Be Filed with Municipal Clerk
- ZON045 # Resolution Waiving Training Requirements for Planning Board and Zoning Board of Appeals Members
- ZON046 Response to Request
- ZON047 # Section 239 Review Submission Form
- ZON049 # Site Plan Denial
- ZON050 Special Permit Granted-Sample Appeal Action
- ZON051 # Special Use Permit, Granted with Conditions
- ZON052 Use Variance Denied-Sample Appeal Action
- ZON053 Use Variance Granted-Sample Appeal Action
- ZON054 # Violations Letter from Code Enforcement Officer

- ZON055 # Zoning Amendment (With Determinations)
- ZON056 Zoning Board of Appeals Decision re Use Variance (Alternate Form)Sample
Appeal Action
- ZON057 # Zoning Board of Appeals Minutes, Area Variance Model
- ZON058 # Zoning Board of Appeals Minutes, Use Variance Model
- ZON059 # Zoning Board of Appeals Procedure-Sample Flowchart
- ZON060 # * Process for Change of Land Use Application
- ZON061 # Local Laws: Natural Gas Extraction Moratorium
- ZON062 # Local Laws: Zoning Local Laws Prohibiting Heavy Industry and All Oil, Gas
or Solution Mining and Drilling
- ZON063 # Local Laws: Open Burning, Outdoor Furnaces and Bonfires
- ZON064 # Zoning Resolution Adopting Comprehensive Plan
- ZON065 # Local Laws: Noise Control
- ZON066 # Local Laws: Noise Control (Alternate Form)
- ZON067 # Local Laws: Moratorium Re Natural Gas Exploration
- ZON068 # * Local Laws: Amendment Clarifying the Town's Prohibition of Natural Gas
Exploration and Extraction