

This volume contains a wide range of commonly used forms in transactions involving real estate and cooperatives beginning with correspondence between attorney and clients, fee agreements, purchase and sale agreements, deeds, real estate lending forms, leases and subleases, affidavits to cure title issues, real estate and mortgage tax forms. Includes HUD-1 forms, FNMA/FhLMC mortgage and note forms, and UCC forms.

CLIENT MATTERS

CLIENT INFORMATION AND COMMUNICATION

1-100	Client Information Sheet
1-105	Letter Confirming Appointment with Directions to Office
1-110	Letter of Engagement
1-115	Transmittal Letter
1-120	Transmittal Letter to Recorder
1-125	Transmittal Letter to Title Company
1-130	Letter to Survey Company Requesting Updated Survey
1-135	Payoff Letter to Mortgage Holder
1-140	Letter to Buyer's Attorney - Review Survey and Title Search
1-145	Letter to Opposing Counsel - Documents to Review, Closing Confirmation
1-150	Letter to Town Clerk - Request Tax Certificates
1-155	Letter to Bank - Request Title Search and Survey Updates
1-160	Letter to Title Company - Request Updated Title Search
1-165	Letter to Title Company - Request Last Owner Search
1-170	Letter to Broker for Details of Transaction
1-175	Letter to Avoid Conflict of Interest
1-180	Letter at Conclusion of Representation
1-185	Letter Advising of Representation of Other Interested Party
1-190	Letter Declining Representation
1-195	Letter Terminating Representation

SALE AND PURCHASE OF REAL ESTATE

AGREEMENTS

2-100	Sale and Purchase Agreement - Residential
2-105	Sale and Purchase Agreement - Condominium
2-110	Sale and Purchase Agreement - New Construction
2-115	Sale and Purchase Agreement - Unimproved Land
2-120	Sale and Purchase Agreement - Commercial Property

RIDERS & OTHER FORMS

2-200	Disclosure - Lead Based Paint
2-205	Disclosure - Property Condition
2-210	Rider Providing for Pre-Closing Occupancy by Buyer
2-215	Rider Providing for Post-Closing Occupancy by Seller
2-220	Rider for Environmental Assessment
2-225	Time is of the Essence Notice
2-230	Termination of Sale and Purchase Agreement

ESCROW

3-100	Escrow Agreement - Earnest Money Deposit
3-105	Escrow Agreement
3-110	Possession Escrow Agreement
3-115	Authorization to Release Escrowed Funds

CONVEYANCES AND TRANSFERS

DEEDS

4-100	Deed with Full Covenants
4-105	Deed - Bargain and Sale
4-110	Deed - Quit Claim
4-115	Deed - Fiduciary
4-120	Deed - Warranty

4-125	Deed - Special Warranty
4-130	Deed - Gift
4-135	Reciprocal Driveway Easement

BILLS OF SALE

4-500	Bill of Sale
4-505	Bill of Sale and Assignment of Intangibles
4-510	Assignment of Warranties and Service Contracts

LENDING

PROMISSORY NOTES

5-100	FNMA-FhLMC Fixed Rate Note (FNMA Form 3233)
5-105	FNMA-FhLMC Balloon Fixed Rate Note (FNMA Form 3260-33)
5-110	New York Standard Form of Promissory Note

MORTGAGES

5-200	FNMA-FhLMC Single Family Mortgage (FNMA Form 3033)
5-205	FNMA Rider - Adjustable Rate (FNMA Form 3108 ARM 5-1)
5-210	FNMA Rider - Addendum to Adjustable Rate
5-215	FNMA Rider - Condominium (FNMA Form 3140)
5-220	FNMA Rider - Planned Unit Development
5-225	FNMA Rider - 1-4 Family (FNMA Form 3170)
5-230	FNMA Rider - Balloon (FNMA Form 3180)
5-235	FNMA Rider - Biweekly Payment (FNMA Form 3177)
5-240	FNMA Rider - Second Home (FNMA Form 3890)
5-245	Mortgage - New York Standard Form

UCC FINANCING STATEMENTS

5-300	UCC-1 Financing Statement
5-305	UCC-1Ad Financing Statement Addendum
5-310	UCC-1Ap Financing Statement Additional Party
5-315	UCC-1Cad Financing Statement - Co-op
5-320	UCC-3 Financing Statement Amendment
5-325	UCC-3Ad Financing Statement Amendment Addendum
5-330	UCC-3Ap Financing Statement Amendment Additional Party
5-335	UCC-5 Correction Statement
5-340	UCC-11 Information Request

OTHER LENDING DOCUMENTS

5-400	Mortgage Assignment with Covenant
5-405	Mortgage Assignment without Covenant
5-410	Release of Part of Mortgaged Premises
5-415	Mortgage Subordination Agreement
5-420	Mortgage Satisfaction
5-425	Mortgage Loan Modification Agreement (FNMA form 3161)
5-430	Mortgage Loan Homesaver Modification Agreement (FNMA form 3721-33)
5-435	Mortgage Consolidation, Extension, Modification Agreement (FNMA Form 3172)
5-440	Co-op Apartment - Loan Security Agreement
5-445	Co-op Apartment - Loan Recognition Agreement

HUD-1 AND CLOSING STATEMENTS

HUD-1 FORMS

6-100	HUD-1 Settlement Statement
6-105	HUD-1 (Borrower Information Only)
6-110	HUD-1 (Seller Information Only)

6-115 HUD-1A Settlement Statement

OTHER CLOSING STATEMENTS

6-205 Closing Memorandum
6-210 Attorney's Opinion Letter

CO-OP APARTMENTS

TRANSFER OF CO-OP APARTMENT INTERESTS

7-100 Co-op Apartment - Sale and Purchase Agreement
7-105 Co-op Apartment - Proprietary Lease
7-110 Co-op Apartment - Assignment of Proprietary Lease
7-115 Co-op Apartment - Consent to Assignment of Stock and Proprietary Lease
7-120 Co-op Apartment - Assumption of Proprietary Lease
7-125 Co-op Apartment - Stock Power
7-130 Co-op Apartment - Notice to Lessee - Termination of Proprietary Lease
7-135 Co-op Apartment - Notice to Lessor - Exercise of Option to Cancel

CONSTRUCTION

CONSTRUCTION LENDING

8-100 Construction Contract
8-105 Construction Loan Agreement
8-110 Building Loan Contract
8-115 Building Loan Mortgage

MECHANICS' LIENS

9-100 Mechanic's Lien - Notice
9-105 Demand for Terms of Contract
9-110 Response to Demand for Terms of Contract
9-115 Itemized Statement of Lien
9-120 Mechanic's Lien - Extension
9-125 Mechanic's Lien - Release and Cancellation
9-130 Waiver of Mechanic's Lien

LEASES

LEASES

10-100 Lease - House
10-105 Lease - Apartment
10-110 Lease - Condominium Unit
10-115 Lease - Commercial
10-120 Lease - Office
10-125 Lease - Retail

SUBLEASES

10-200 Sublease
10-205 Co-op Apartment - Sublease
10-210 Sublease - Commercial Property

TAXES

TRANSFER TAX

11-100 Mortgage Recording Tax Return and Instructions (Form MT-15)
11-105 Real Estate Transfer Tax Combined Return (Form TP-584)
11-110 Real Property Transfer Tax Return Supplemental Schedules (Form TP-584.1)
11-115 Real Estate Transfer Tax Combined Return- REIT Transfers (Form TP-584-REIT)
11-120 Cooperative Housing Corporation Information Return (Form TP-588)
11-125 Real Property Transfer Tax Claim for Refund (TP-592.2)
11-130 Non-Resident Real Property Estimated Income Tax Payment (Form IT-2663)

OTHER TAX ISSUES

11-200 Section 255 Affidavit (Exemption from Mortgage Recording Tax)
11-205 Certificate that 1099 Reporting not Required
11-210 Affidavit of Non-Liability for Federal Estate Tax

MISCELLANEOUS

TITLE AND CLOSING AFFIDAVITS

12-100 Affidavit of Title
12-105 Affidavit of Title - Married
12-110 Closing Affidavit

12-115 Affidavit of Identity
12-120 Affidavit of Heirship
12-125 Affidavit of Delivery
12-130 Affidavit Concerning Lost Note
12-135 Affidavit Concerning Ancient Mortgage
12-140 Affidavit Concerning Home Equity Theft (Real Property Law Section 265-a)
12-145 Affidavit of Subsequent Purchaser (Real Property Law Section 265-a)
12-150 Affidavit Concerning Non-Resident Alien Status (FIRPTA - Individual)
12-155 Affidavit Concerning Non-Resident Alien Status (FIRPTA - Entity)
12-160 Power of Attorney
12-161 Power of Attorney - Statutory Short Form
12-165 Power of Attorney for Sale of Real Estate
12-170 Power of Attorney (New York State and City Depts of Finance Form POA-1)
12-171 Power of Attorney (New York State and City Depts of Finance Form POA-1-IND)
12-175 Affidavit that Power of Attorney is in Full Force
12-180 Revocation of Power of Attorney
12-185 Affidavit of Compliance - Smoke and Carbon Monoxide Detector

ENTITY RESOLUTIONS

12-500 Consent of Shareholders
12-505 Directors' Resolution
12-510 Certificate of Authority - LLC

LOCAL FORMS

NEW YORK CITY

131-100 Affidavit of Compliance - Smoke Detector for 1 and 2 Family Dwellings (NYC)
131-105 Real Property Transfer Tax Return (Form NYC-RPT)
131-110 Customer Registration Form for Water and Sewer Billing (BCS-7CRF) (NYC)
131-115 Affidavit - Innocent Owner (Lien for Unpaid Charges of Prior Owner) (NYC)
131-120 Preliminary Residential Property Transfer Form (NYC)
131-125 Affidavit in Lieu of Registration (NYC)
131-130 Real Property Transfer Report (Form RP-5217 NYC)