# LEXISNEXIS® NEW YORK STATE BAR ASSOCIATION'S AUTOMATED RESIDENTIAL REAL ESTATE FORMS

# INTRODUCTION AND ANALYSIS

Introduction Differences in Practice Between Upstate and Downstate

# ATTORNEY AND CLIENT INTAKES

Attorney Intake Bank Intake Broker Intake Client/Party Intake Property Intake

# **BROKERAGE CONTRACTS**

Brokerage Agreement Brokerage Certificate to Seller

# CHECKLISTS

Checklist for Purchaser's Attorney: Closing and Post-Closing Checklist for Purchaser's Attorney: Drafting and Negotiating the Contract of Sale--Single-Family Checklist for Purchaser's Attorney: Drafting and Negotiating the Contract of Sale--Tenanted Checklist for Purchaser's Attorney: Preparing for the Purchase Checklist for Seller's Attorney: Closing and Post-Closing Checklist for Seller's Attorney: Drafting and Negotiating the Contract of Sale--Single-Family Checklist for Seller's Attorney: Drafting and Negotiating the Contract of Sale--Tenanted Building Checklist for Seller's Attorney: Preparing for the Sale (Transaction Intake) Closing Checklist for Single-Family House Residential Real Estate Transactions: Buyer's Document Checklist Residential Real Estate Transactions: Checklist--Purchaser's Attorney Residential Real Estate Transactions: Checklist--Seller's Attorney Residential Real Estate Transactions: Refinance Checklist Residential Real Estate Transactions: Refinance Checklist Residential Real Estate Transactions: Seller's Document Checklist Residential Real Estate Transactions: Refinance Checklist

# CONTRACT OF SALE FORMS

Agreement for Purchase and Sale of Real Estate (New Construction) Contract for Purchase and Sale of Real Estate (Capital Region) Contract of Sale (NYBTU Form 8041) (Letter) Contract of Sale (NYBTU Form 8041) (Legal) Contract of Sale (Rockland County Bar Association) (Letter) Contract of Sale (Rockland County Bar Association) (Legal) Contract of Sale (Vacant Land) Contract of Sale and Purchase (Onondaga County) Contract of Sale--Condominium Unit (ABCNY) (2015) Contract of Sale--Condominium Unit (ABCNY) (2000) Contract of Sale--Cooperative Apartment (NYSBA) (2001) Contract of Sale--New Construction (Off-Site Contract Agreement) Contract of Sale--New Construction (Plain English) Contract of Sale--New Construction (Plain English) Contract of Sale--Office, Commercial and Multi-Family Residential Premises (ABCNY) Lease Provision for Option to Purchase and Option for Right of First Refusal Notice of Cancellation Pursuant to R.P.L. § 265-A, Home Equity Theft Prevention Act Notice to Seller as Required by the Home Equity Theft Prevention Action § 265-A Option to Purchase Real Property Purchase and Sale Contract for Residential Property (Steuben/Allegany County) Purchase and Sale Contract for Residential Property of Not More Than Four Units (Broome County) Residential Contract of Sale (NYSBA/NYSLTA/ABCNY/NYCLA) (Letter)

Residential Contract of Sale (NYSBA/NYSLTA/ABCNY/NYCLA) (Legal)

# **Monroe County Bar Association Forms**

Purchase and Sale Contract for Residential Property (Monroe County) Purchase and Sale Contract for Residence in a HOA or Condominium (Monroe County) Purchase and Sale Contract for Lots and Vacant Land (Monroe County) Purchase and Sale Contract for Housing without Land (Monroe County) Construction and Sale Contract for Residential Property (Monroe County) Property Condition Disclosure Statement & Instructions (Monroe County) Buyer's Notice of Conditional Removal of Property Condition Contingencies (Monroe County) Buyer's Notice of Removal of Property Condition Contingencies (Monroe County) Disclosure Notice for All Residential Property in Wayne County (Monroe County) Seller's Notice to Buyer to Remove Sale and Transfer of Title Contingency (Bump Notice) (Monroe) Cancellation and Release of Purchase and Sale Contract (Monroe County) Escrow Agreement (Monroe County) Specimen Form - Post-Closing Occupancy Agreement (Monroe County) Specimen Form - Pre-Closing Occupancy Agreement (Monroe County) Notice of Preservation of Buyer's Transfer of Title Contingency (Bump Notice) (Monroe) Seller's Notice of Removal of Contingencies (Monroe County) Form Escrow Agreement (Monroe County) Buyer's Notice of Removal of Sale and Transfer of Title Contingency (Bump Notice) (Monroe) Addendum: All Parties Agreement (Purchase and Sale Contract) Addendum: Mediation Agreement (Purchase and Sale Contract) Addendum: Mortgage Assumption (Purchase and Sale Contract) Addendum: Property Inspection (Purchase and Sale Contract) Addendum: Sale and Transfer of Title Contingency (Purchase and Sale Contract) Addendum: Seller Financing (Purchase and Sale Contract) Addendum: Electric Availability, Utility Surcharges, Agricultural (Purchase and Sale Contract) Addendum: Well and Septic System (Purchase and Sale Contract)

Addendum: Lead Compliance (Purchase and Sale Contract) Addendum: Lead Compliance (Lease Agreement for Residential Housing) Addendum: Residential Rented Property for 1-4 Family (Purchase and Sale Contract) Addendum: Attorney as Escrow Agent (Closing Occupancy Agreement) Addendum: Pets (Pre-Closing Occupancy Agreement) Addendum: Pets (Post-Closing Occupancy Agreement) Addendum: Short Sale Approval Contingency (Purchase and Sale Contract) Addendum: Contingency Addendum (Purchase and Sale Contract)

#### CONTRACT OF SALE ADDENDA/RIDERS

Composite Form for Addenda/Riders

#### Individual Addenda/Riders

Addendum/Rider Prevails Over Contract Addendum: Adjournment by Attorneys Addendum: Agricultural District Disclosure Addendum: Assumption of Mortgage Contingency Addendum: Attorney's Approval Contingency Addendum: Carbon Monoxide Detector Addendum: Contingency Regarding Contract for Sale of Purchaser's Property Addendum: Contingency on Contract for Sale of Purchaser's Property (48 Hour Notice and Waiver) Addendum: Death of Purchaser Addendum: Death of Seller Addendum: Deletion of "Subject To" From Deed Addendum: Electric and/or Gas Service Disclosure Addendum: Electronic Form Deemed to be Bar Association Form Addendum: Extension of Contingency Addendum: FHA/VA Appraisal Addendum: Governmental Approvals Contingency -- Version 1 Addendum: Governmental Approvals Contingency -- Version 2 Addendum: Lead-Based Paint Testing Contingency Addendum: Model Mortgage Commitment Contingency Clause Addendum: Personal Property Included in Sale Addendum: Purchase Money Mortgage -- Version 1 Addendum: Purchase Money Mortgage -- Version 2 Addendum: Radon Inspection Contingency Addendum: Risk of Loss Addendum: Seller Not Required to Incur Expenses Addendum: Septic System Contingency -- Version 1 Addendum: Septic System Contingency -- Version 2 Addendum: Structural Report Contingency Addendum: Time of the Essence Addendum: Toxic Waste

Addendum: VA Appraisal Addendum: Water Test Contingency Addendum: Well Water Flow and/or Quality Tests Addendum: Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards Notes on Model Mortgage Commitment Contingency Clause for Residential Contract of Sale

#### FORMS RELATING TO CONTRACTS OF SALE

#### **Power of Attorney**

Durable General Power of Attorney Effective at a Future Time (New York Statutory Short Form) Nondurable General Power of Attorney (New York Statutory Short Form) Power of Attorney (New York Statutory Short Form)

Cancellation and Release--All Parties Certificate of Occupancy and Compliance Commissioner's Certificate as to Taxes Contingency Removal Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards Early Occupancy Agreement (Purchaser) EPA/HUD Fact Sheet on Lead-Based Paint Holdover Agreement (Short Form) (Seller) Notice Regarding Secondary Contract Personal Property -- Bill of Sale Phraseology of Typical Title Report Exceptions Possession Agreement (Post-Closing) (Seller) Possession Agreement (Pre-Closing) (Purchaser) Post-Closing Possession Agreement (Seller) Property Condition Disclosure Statement (Letter) Property Condition Disclosure Statement (Legal) Protect Your Family from Lead in the Home Purchase and Sale Agreement Delivery Letter (Partially Executed) Purchase and Sale Agreement Delivery Letter (Fully Executed) Seller's Attorney's Letter Transmitting Contract of Sale Seller's Disclosure Information Sidewalks/Curbs Legal Grade Waiver and Covenant by Owner

#### FORMS FOR COOPERATIVES AND CONDOMINIUMS

Alteration Agreement for Cooperative Apartment Cooperative Apartment--Acceptance of Assignment of Proprietary Lease Cooperative Apartment--Assignment of Proprietary Lease Cooperative Apartment--Consent to Assignment of Shares of Stock and Proprietary Lease Cooperative Apartment--Stock Power Plain English Apartment Lease Recognition Agreement for Cooperative Apartment Loans

# LEASES AND SUBLEASES

Commercial Office Lease (ABCNY) Complete Sublease--Retail Space Ground Lease Loft Lease (REBNY) Office Lease (REBNY) Office Sublease (ABCNY) Overlandlord's Consent to Office Sublease (ABCNY) Plain English Sublease Agreement Retail Lease Store Lease (REBNY)

# **RENT ADMINISTRATION FORMS**

Challenge Re: Maximum Base Rent Order (RA-94 MBR) Petition for Administrative Review (PAR) (RAR-2) Request for Records Access (REC-1)

# **Tenant Forms**

Failure to Provide Heat and/or Hot Water - Tenant Application for Rent Reduction (HHW-1) Tenant Affirmation of Non-Compliance (RA-22.1)

Tenant's Statement of Complaint(s) - Harassment (RA-60H)

Application for a Rent Reduction Based upon Decreased Service(s) - Individual Apartment (RA-81)

Application for a Rent Reduction Based upon Decreased Building-Wide Service(s) (RA-84) Supplemental Signature and Affirmation (RA-84.1)

Supplement to Application for a Rent Reduction Based upon Decreased Services (RA-84.2) Tenant's Complaint of Rent and Other Specific Overcharges in Rent Stabilized Apartments (RA-89)

Tenant's Complaint of Rent and Other Specific Overcharges in Rent Controlled Apartments (RA-89C)

Tenant's Complaint of Owner's Failure to Renew Lease and Furnish a Signed Lease (RA-90) Tenant's Complaint of Owner's Failure to Renew Lease and Furnish a Signed Lease (RA-90 ETPA) Tenant Challenge to Owner's Report and Certification of Fuel Cost Adjustment (FCA) (RAC-2202.13)

Notice of Payment of Penalties Which Landlord Has Been Directed to Pay (RN-14) Judgment (RN-14.1)

Application for Senior Citizen or Disability Rent Increase Exemption (RTP-13A) Reconsideration: Tax Abatement Order (RTP-13R)

#### **Owner Forms**

Notice to Tenant Disclosure of Bedbug Infestation History (for New York City) (DBB-N)

Maximum Base Rent (MBR) Application

Maximum Base Rent (MBR) Binder

Notice of 421-a (16) Apartment Market Rate Threshold Exemption (MRTE-N)

Owner's Sixty-Day Notice of Maximum Rent Adjustment Subject to Eviction Regulations (R33.8)

Notice to Owner of Family Members Residing with the Named Tenants (RA-23.5) Owner's Report of Vacancy Decontrol (RA-42-V-NYC) Report of Change in Ownership or Address (RA-44) Owner's Application for Order Granting Approval to Refuse Renewal of Lease and Eviction (RA-54) Owner's Application for Termination of Rent Inclusion of Electricity (RA-70) Owner's Application for Rent Increase Based on Major Capital Improvements (MCI) (RA-79) Owner's Request for a Prior Opinion on Major Capital Improvement(s) (RA-86) Income Certification Form (RA-93 CF) New York City Lease Rider for Rent Stabilized Tenants (RA-LR1) Emergency Tenant Protection Act (ETPA) Addenda for Rent Stabilized Tenants (RA-LR1-EPTA) Owner's Application for Modification of Services (RAMS-93) Report and Certification to Alter or Demolish Occupied Housing Accommodations (RC-50) Owner's Application for Air Conditioner Charges or For an Increase in Maximum Rent (RN-79b) Initial Apartment Registration (RR-1(i)) Initial Registration Summary (RR-2(i)) Initial Building Services Registration (RR-3(i)) Application by Owner to Determine Whether Building Is Exempt Emergency Tenant Protection (RS-3) Renewal Lease Form (RTP-8) ETPA Renewal Lease Form (RTP-8 ETPA) Owner's Application to Restore Rent (RTP-19) Notice to Owners (RTP-19.1)

Owner's Application for Rent Increase Based on Alternative Hardship (RTP-45)

# NOTES AND MORTGAGES

# Fannie Mae/Freddie Mac

Authorized Changes to Notes, Riders and Security Instruments (Freddie Mac Exhibit 5) Multistate Timely Payment Rewards Addendum to Note--Single Family (FNMA 1410) Multistate Timely Payment Rewards Addendum to Note--Single Family (FNMA 1410) Summary Multistate Timely Payment Rewards Rider--Single Family (FNMA 1412) Multistate Timely Payment Rewards Rider--Single Family (FNMA 1412) Summary Mortgage--New York--Single Family (FNMA 3033) Mortgage--New York--Single Family (FNMA 3033) Summary Multistate Adjustable Rate Rider--ARM 5-1--Single-Family (FNMA 3108) Multistate Adjustable Rate Rider--ARM 5-1--Single-Family (FNMA 3108) Summary Fixed Rate Option Addendum (Security Instrument)--Single Family (FNMA 3109) Fixed Rate Option Addendum (Security Instrument)--Single Family (FNMA 3109) Summary Multistate Adjustable Rate Rider--ARM 5-2--Single Family (FNMA 3111) Multistate Adjustable Rate Rider--ARM 5-2--Single Family (FNMA 3111) Summary Multistate Adjustable Rate Rider--3 Year ARM--Single-Family (FNMA 3114) Multistate Adjustable Rate Rider--3 Year ARM--Single-Family (FNMA 3114) Summary Multistate Adjustable Rate Rider--ARM Plan 650--Single Family (FNMA 3115)

Multistate Adjustable Rate Rider--ARM Plan 650--Single Family (FNMA 3115) Summary Multistate Convertible Adjustable Rate Rider--Single Family--1-Year Treasury (FNMA 3118) Multistate Convertible Adjustable Rate Rider--Single Family--1-Year Treasury (FNMA 3118) Summary Multistate Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3122) Multistate Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3122) Summary Multistate Adjustable Rate Rider--5 Year ARM--Single-Family (FNMA 3131) Multistate Adjustable Rate Rider--5 Year ARM--Single-Family (FNMA 3131) Summary Multistate Convertible Adjustable Rate Rider--Single Family--CD Index (FNMA 3133) Multistate Convertible Adjustable Rate Rider--Single Family--CD Index (FNMA 3133) Summary Multistate Adjustable Rate Rider--LIBOR 6-Month Index--Single Family (FNMA 3136) Multistate Adjustable Rate Rider--LIBOR 6-Month Index--Single Family (FNMA 3136) Summary Multistate Convertible Adjustable Rate Rider--LIBOR 6-Month Index--Single (FNMA 3137) Multistate Convertible Adjustable Rate Rider--LIBOR 6-Month Index--Single (FNMA 3137) Summary Multistate Condominium Rider--Single-Family (FNMA 3140) Multistate Condominium Rider--Single-Family (FNMA 3140) Summary Multistate Planned Unit Development Rider--Single-Family (FNMA 3150) Multistate Planned Unit Development Rider--Single-Family (FNMA 3150) Summary Multistate 1-4 Family Rider (FNMA 3170) Multistate 1-4 Family Rider (FNMA 3170) Summary New York Consolidation, Extension, and Modification Agreement--Single Family (FNMA 3172) New York Consolidation, Extension, and Modification Agreement--Single Family (FNMA 3172) Summary Multistate Balloon Rider--Single Family (FNMA 3180) Multistate Balloon Rider--Single Family (FNMA 3180) Summary Multistate Convertible Fixed/Adjustable Rate Rider--10-Year Treasury--Single (FNMA 3181) Multistate Convertible Fixed/Adjustable Rate Rider--10-Year Treasury--Single (FNMA 3181) Summarv Multistate Fixed/Adjustable Rate Rider--1 Year Treasury Index--Single Family (FNMA 3182) Multistate Fixed/Adjustable Rate Rider--1 Year Treasury Index--Single Family (FNMA 3182) Summarv Multistate Fixed/Adjustable Rate Rider--1-Year Treasury Index--Single Family (FNMA 3183) Multistate Fixed/Adjustable Rate Rider--1-Year Treasury Index--Single Family (FNMA 3183) Summarv Multistate Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3186) Multistate Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3186) Summary Multistate Fixed/Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3187) Multistate Fixed/Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3187) Summary Multistate Fixed/Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3188) Multistate Fixed/Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3188) Summary Multistate Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3189) Multistate Adjustable Rate Rider--WSJ 1-Year LIBOR--Single Family (FNMA 3189) Summary

Multistate Fixed Rate Note--Single Family (FNMA 3200) Multistate Fixed Rate Note--Single Family (FNMA 3200) Summary New York Fixed Rate Note--Single Family (FNMA 3233) New York Fixed Rate Note--Single Family (FNMA 3233) Summary Fixed Rate Option Addendum (Note)--Single Family (FNMA 3256) Fixed Rate Option Addendum (Note)--Single Family (FNMA 3256) Summary Multistate Balloon Fixed Rate Note--Single Family (FNMA 3260) Multistate Balloon Fixed Rate Note--Single Family (FNMA 3260) Summary New York Balloon Fixed Rate Note--Single Family (FNMA 3260.33) New York Balloon Fixed Rate Note--Single Family (FNMA 3260.33) Summary Multistate Balloon Note Addendum--Single Family (FNMA 3266) Multistate Balloon Note Addendum--Single Family (FNMA 3266) Summary Multistate Adjustable Rate Note--ARM 5-1--Single Family (FNMA 3501) Multistate Adjustable Rate Note--ARM 5-1--Single Family (FNMA 3501) Summary Multistate Adjustable Rate Note--ARM 5-2--Single Family (FNMA 3502) Multistate Adjustable Rate Note--ARM 5-2--Single Family (FNMA 3502) Summary Multistate Adjustable Rate Note--3 Year ARM--Single Family (FNMA 3504) Multistate Adjustable Rate Note--3 Year ARM--Single Family (FNMA 3504) Summary Multistate Adjustable Rate Note--5 Year ARM--Single Family (FNMA 3514) Multistate Adjustable Rate Note--5 Year ARM--Single Family (FNMA 3514) Summary Multistate Fixed/Adjustable Rate Note--1 Year Treasury Index--Single Family (FNMA 3522) Multistate Fixed/Adjustable Rate Note--1 Year Treasury Index--Single Family (FNMA 3522) Summarv Multistate Adjustable Rate Note--WSJ One-Year LIBOR--Single Family (FNMA 3526) Multistate Adjustable Rate Note--WSJ One-Year LIBOR--Single Family (FNMA 3526) Summary Multistate Construction Loan Addendum to Note--Fannie Mae HomeStyle Model (FNMA 3736) Multistate Construction Loan Addendum to Note--Fannie Mae HomeStyle Model (FNMA 3736) Summary Multistate Construction Loan Rider to Security Instrument--HomeStyle Model (FNMA 3737) Multistate Construction Loan Rider to Security Instrument--HomeStyle Model (FNMA 3737) Summary Multistate Investor Rider to Security Instrument--Single Family (FNMA 3738) Multistate Investor Rider to Security Instrument--Single Family (FNMA 3738) Summary Multistate Second Home Rider--Single-Family (FNMA 3890) Multistate Second Home Rider--Single-Family (FNMA 3890) Summary Building Loan Rider to the Adjustable Rate Note First Mortgage (NYBTU Form 8014) (Legal) Mortgage (Statutory Form M) Mortgage Note (NYBTU Form 8011) (Letter) Mortgage Note (NYBTU Form 8011) (Legal) Mortgage Note for Medium-Sized Commercial Loans (ABCNY) Mortgage Rider Mortgage, Security Agreement and Assignment of Leases and Rents (ABCNY) **Recording Page** Subordinate Mortgage (NYBTU Form 8015)

# FORMS RELATING TO LOANS, NOTES AND MORTGAGES

Acknowledgment of Assignment of Mortgage and Release Affidavit by Borrower under Section 255 of the Tax Law - Alternate Version Assignment of Mortgage with Covenant (Statutory Form J) Assignment of Mortgage without Covenant (Statutory Form I) Assignment of Mortgage without Recourse or Covenant Assignments of Leases and Rents **Building Loan Agreement** Building Loan Agreement (Alternate) Building Loan Schedule (4 Draws) Discharge of Mortgage Exemption Affidavit (Tax Law § 253.1-a) Extension Agreement--Section 255 Affidavit by Borrower Extension Agreement--Section 255 Affidavit by Lender Intercreditor and Subordination Agreement Loan Settlement Statement from Bank Mortgage Assignment Affidavit (Statement of Mortgagor or Assignee) Mortgage Loans: Covenant Not to Sue Agreement Mortgage Loan Opinion Mortgage Modification, Consolidation and Extension Agreement Mortgage Payoff and Discharge Guaranty Mortgage Severance and Splitting Agreement New Construction Loan: Inspection Report Notice of Creation, Transfer or Termination of Tax Escrow Account Notice of Lending (Lien Law § 73) Putnam County Recording Page (Legal) Recording Page Release of Part of Mortgaged Premises Release of Part of Mortgaged Premises (Statutory Form K) Satisfaction of Mortgage (Individual or Corporation) (NYBTU 8035) (Letter) Satisfaction of Mortgage (Individual or Corporation) (NYBTU 8035) (Legal) Satisfaction of Mortgage (Statutory Form L) Section 22 Borrower's Affidavit Spreader Agreement Subordination Agreement Suffolk County Recording and Endorsement Page (Legal) Tax Escrow Account Designation of Mortgage Investing Institution to Receive Tax Bills

#### DEEDS

Administrator's Deed (NYBTU Form 8005-B) Sale Deed without Covenant against Grantor's Acts (NYBTU Form 8001, 8006) Composite Deed Form Showing Comparison of Deed Clauses and Forms Deed (Sheriff's) Deed with Full Covenants (Corporation) (Statutory Form AA) Deed with Full Covenants (Individual) (Statutory Form A) Executor's Deed (Statutory Form E) Executor's Deed--Individual or Corporation (NYBTU Form 8005-A, 8010) Quitclaim Deed (Corporation) (Statutory Form DD) Quitclaim Deed (Individual) (Statutory Form D) Quitclaim Deed--Individual or Corporation (NYBTU Form 8004, 8009) Referee's Deed in Foreclosure (Statutory Form F) Warranty Deed with Full Covenants--Individual or Corporation (NYBTU Form 8003, 8008) Acknowledgment by a Person Within/Without New York State (RPL § 309-b) Acknowledgment by a Person Within/Without New York State (RPL § 309-b) (Graphical) Acknowledgment by a Subscribing Witness Within/Without New York State (RPL § 309-b) (Graphical) Recording Page

# **CLOSING STATEMENTS AND FORMS**

# **TILA RESPA Integrated Disclosure**

Loan Estimate (H-24(A)) Loan Estimate--Modification (H-24(G)) (No Seller) Closing Disclosure (H-25(A)) Closing Disclosure--Modification (H-25(H)) (Closing Cost Details) Closing Disclosure--Modification (H-25(I)) (Seller) Closing Disclosure--Modification (H-25(J)) (No Seller) Closing Disclosure--Certification Written List of Providers (H-27(A)) Written List of Providers with Services (H-27(C)) Escrow Cancellation Notice (H-29)

#### U.S. Department of Housing and Urban Development

Settlement Statement (HUD-1) Settlement Statement--Optional Form for Transactions without Sellers (HUD-1A) Good Faith Estimate (HUD-GFE) Buying Your Home - Settlement Costs and Helpful Information (HUD-398-H[4]

#### **American Land Title Association**

ALTA Settlement Statement--Borrower/Buyer ALTA Settlement Statement--Seller ALTA Settlement Statement--Combined ALTA Settlement Statement--Cash

#### **Power of Attorney**

Affidavit as to Power of Attorney Being in Full Force New York Statutory Power of Attorney Affidavit as to Power of Attorney Durable General Power of Attorney Effective at a Future Time (New York Statutory Short Form) Nondurable General Power of Attorney (New York Statutory Short Form) Power of Attorney (New York Statutory Short Form)

Addendum--Escrow Release Authorization Affidavit as to Expired Oil and Gas Lease Affidavit by Grantee/Grantor: No Judgments Affidavit for Survey Coverage Affidavit of Compliance with Smoke Detector Requirement for One- and Two-Family Dwellings (NYC) Affidavit of Title Affidavit Used Where Nominal Consideration is Expressed in a Deed Other than Fiduciary Deed Affidavit: "No Other Name" and "No Judgments" Affidavit: Building Line Restrictions Affidavit: Carbon Monoxide Detector (Exec. Law § 378(5-a)) Affidavit: Fence Lines -- Version 1 Affidavit: Fence Lines -- Version 2 Affidavit: Lot Line Restrictions Affidavit: No Judgments Affidavit: Smoke Alarm (Exec. Law § 378(5)) Affidavit: Smoke Alarm (Exec. Law § 378(5)) and Carbon Monoxide Detector (Exec. Law § 378(5a)) Affidavit: Solvency Affidavit: Survey Coverage Endorsement Attorney Guarantee: Water Charges Attorney Opinion Letter--Good and Marketable Title **Boundary Line Agreement** Certification of Title by Attorney Closing Letter from Bank to Loanee **Closing Statement Closing Statement -- Cooperative Apartment Common Driveway Agreement Consent for Attorney Guarantee** Escrow Agreement (Condition to Closing) Escrow Deposit Letter **Escrow Release Authorization** Fence Agreement (Monroe County) Fence and Boundary Affidavit **FIRPTA Affidavit of Facts FIRPTA** Certification of Non-Foreign Status FIRPTA Non-Foreign Certification by Individual Transferor Memorandum of Trust Proceeds Recording Page Standards for Closing a Contract for the Sale of Real Property Survey: Affidavit of No Change Termination of Possession and Release of Escrow

Time of the Essence Notice Letter--Purchaser Time of the Essence Notice Letter--Seller Title Examination Information Sheet

# Uniform Commercial Code (UCC) Forms

# New York

New York UCC Financing Statement (UCC1) New York UCC Financing Statement Addendum (UCC1Ad) New York UCC Financing Statement Additional Party (UCC1AP) New York UCC Financing Statement Cooperative Addendum (UCC1CAd) New York UCC Financing Statement Amendment (UCC3) New York UCC Financing Statement Amendment Addendum (UCC3Ad) New York UCC Financing Statement Amendment Additional Party (UCC3AP) New York Information Statement (UCC5) New York Information Request (UCC11)

# National

UCC Financing Statement (UCC1) UCC Financing Statement Addendum (UCC1Ad) UCC Financing Statement Additional Party (UCC1AP) UCC Financing Statement Amendment (UCC3) UCC Financing Statement Amendment Addendum (UCC3Ad) UCC Financing Statement Amendment Additional Party (UCC3AP) Information Statement (UCC5) Information Request (UCC11)

# TAX FORMS

# Internal Revenue Service Forms

FIRPTA Affidavit of Facts FIRPTA Certification of Non-Foreign Status FIRPTA Non-Foreign Certification by Individual Transferor Information Collection Form for Proceeds from Real Estate Transactions (1099-S) Proceeds From Real Estate Transactions (1099-S) Request for Taxpayer Identification Number and Certification (W-9)

# New York State Real Estate Transfer Tax, Transfer Report and Department of Taxation Forms

Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate (TP-584) (Barcode) Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate (TP-584-NYC) New York State Real Estate Transfer Tax Return Supplemental Schedules (TP-584.1) Real Estate Transfer Tax Return for Public Utility Companies and Gov't Agencies (TP-584.2) Combined Real Estate Transfer Tax Return and Credit Line Mortgage Certificate Real (TP-584-REIT)

Real Estate Transfer Tax Claim for Refund (TP-592.2)

Real Estate Transfer Tax Claim for Refund on Conveyances of Real Property in NYC (TP-592.2-NYC) Real Estate Transfer Tax Return Schedule of Apportionment (TP-584.6-NYC) Real Property Transfer Report (RP-5217-PDF) Power of Attorney (POA-1) New York State Release of Lien of Estate Tax (ET-117) Nonresident Real Property Estimated Income Tax Payment Form (IT-2663) Nonresident Cooperative Unit Estimated Income Tax Payment Form (IT-2664) Mortgage Recording Tax Return (MT-15) Mortgage Recording Tax Claim for Refund (MT-15.1) Addendum to Forms TP-584, TP-584-NYC and NYC-RPT

# New York City Real Property Transfer Tax, Transfer Report, Recording and Housing Preservation Forms

Affidavit In Lieu of Registration Statement (OHP Form AF-1) Affidavit of Compliance with Smoke Detector Requirement for One- and Two-Family Dwellings Customer Registration Form for Water and Sewer Billing Election of Metered Billing for Multi-Family Properties with Four or More Residential Units New York City Real Property Transfer Report (RP-5217NYC) New York City Real Property Transfer Tax Return (NYC-RPT) Preliminary Residential Property Transfer Form (OHP Form 515) Property Owner's Registration Form Refund and Transfer of Credit Application (DEP)

# City, County and Regional Real Estate Transfer Tax Returns and Clerk's Office Recording Forms

City of Mount Vernon Real Property Transfer Tax Return City of Yonkers Real Property Transfer Tax Return City of Yonkers Affidavit of Exemption City of Yonkers Transfer Tax Receipt Columbia County Supplemental Real Estate Transfer Tax Return Cover Sheet (Nassau County) Cover Sheet (Otsego County) Peconic Bay Region Community Preservation Fund (Legal)

# **Veterans Forms**

Application for Veterans Exemption from Real Property Taxation (RP-458) Application for Alternative Veterans Exemption from Real Property Taxation (RP-458-a) Renewal Application for Alternative Veterans Exemption from Real Property Tax (RP-458-a-Dis) Application for Cold War Veterans Exemption from Real Property Taxation (RP-458-b) Renewal Application for Cold War Veterans Exemption from Real Property Tax (RP-458-b-Dis) Application for Partial Tax Exemption for Improvements to Property of Severely (RP-458-c)

# MISCELLANEOUS REAL ESTATE FORMS

Notice under Mechanic's Lien Law

NYC: Certificate of Installation--Smoke and Carbon Monoxide Detectors (HPD Form SD1) Oil and Gas Lease: Amendment and Ratification