



# NEW YORK PRACTICE FORMS

2020-2021 EDITION

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# ARBITRATION<sup>†</sup>

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- [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 Before the New York Stock Exchange
- [ARB006](#) Affidavit in Support of Motion to Compel Arbitration and to Stay This Action
- [ARB007](#) Notice of Motion to Stay Arbitration
- [ARB008](#) Affirmation in Support of Motion to Stay Arbitration
- [ARB009](#) Disposition by Arbitrators Upon Application for Modification of 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



# MEDIATION<sup>†</sup>

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[MED001](#) # Stipulation and Agreement—Confidentiality (Eastern District of NY)

[MED002](#) # Remote Mediation Confidentiality Stipulation (Eastern District of NY)

[MED003](#) # Mediation Confidentiality Agreement (Southern District of NY)

[MED004](#) # Mediation Confidentiality Agreement (for remote mediations) (Southern District of NY)



# BUYING AND SELLING A SMALL BUSINESS<sup>†</sup>

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



# DEBT COLLECTION

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- [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](#) Default Affirmation and Order
- [COL007](#) Affirmation of Mailing of Summons (CPLR 3215(g))
- [COL008](#) # Statement of Service by Mail and Acknowledgment of Receipt
- [COL009](#) Order of Severance
- [COL010](#) Affirmation in Support of Plaintiff's Claim for Attorneys' Fees
- [COL011](#) Order Awarding Attorneys' Fees
- [COL011-A](#) Supplemental Attorney Fee Affirmation
- [COL012](#) # Summons – Regular
- [COL013](#) City Court Summons
- [COL014](#) # Statement for Judgment
- [COL014-A](#) # Statement for Judgment Based Upon Stipulation of Default
- [COL015](#) Complaint (Goods Sold and Delivered)
- [COL015-A](#) Complaint (Money Lent)
- [COL016](#) Verified Complaint (Promissory Note)

<a href="#"><u>COL017</u></a>	Summons and Motion for Summary Judgment in Lieu of Complaint Judgment and Order
<a href="#"><u>COL018</u></a>	Affidavit of Confession of Judgment
<a href="#"><u>COL019</u></a>	Alternate Affidavit of Confession of Judgment
<a href="#"><u>COL020</u></a>	# Affidavit of Mailing (Natural Person) CPLR § 3215(g)3
<a href="#"><u>COL021</u></a>	Affidavit of Mailing (Corporate) CPLR§3215(g)4
<a href="#"><u>COL022</u></a>	Additional Mailing Notice (Corporate) CPLR§3215(g)4
<a href="#"><u>COL022-A</u></a>	Affidavit Mailing Notice (Place of Business)
<a href="#"><u>COL023</u></a>	Additional Mailing of Notice - Courts Outside NYC
<a href="#"><u>COL024</u></a>	Additional Mailing of Notice of Consumer Credit Action
<a href="#"><u>COL025</u></a>	Affidavit of Facts by Original Creditor
<a href="#"><u>COL026</u></a>	Affidavit of Facts and Purchase of Account by Debt Buyer Plaintiff
<a href="#"><u>COL027</u></a>	# Affidavit of Facts and Sale Account by Original Creditor
<a href="#"><u>COL027-A</u></a>	Affidavit of Facts by Original Creditor – Non-Card Transaction
<a href="#"><u>COL028</u></a>	Affidavit of Purchase and Sale of Account by Debt Seller
<a href="#"><u>COL029</u></a>	Affirmation of Non-Expiration of Statute of Limitations
<a href="#"><u>COL030</u></a>	Affidavit of Service
<a href="#"><u>COL031</u></a>	Extension of Time to Serve
<a href="#"><u>COL032</u></a>	# Letter Application to Convert Pending Action to E-Filing
<a href="#"><u>COL033</u></a>	# Notice of Conversion to E-Filing
<a href="#"><u>COL034</u></a>	# Notice of Electronic Filing (Consensual Case)
<a href="#"><u>COL035</u></a>	# Notice of Electronic Filing (Mandatory Case)
<a href="#"><u>COL036</u></a>	# Stipulation and Consent to E-Filing



# CORPORATE & PARTNERSHIP<sup>†</sup>

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<a href="#"><u>COR002</u></a>	Resolutions Adopted by Incorporator
<a href="#"><u>COR003</u></a>	Waiver of Notice of First Meeting of Board of Directors
<a href="#"><u>COR004</u></a>	Waiver of Notice of First Meeting of Shareholders
<a href="#"><u>COR005</u></a>	Waiver of Notice of Annual Meeting of Shareholders
<a href="#"><u>COR006</u></a>	Waiver of Notice of Special Meeting of the Board of Directors
<a href="#"><u>COR007</u></a>	Action by Unanimous Written Consent of the Shareholders
<a href="#"><u>COR008</u></a>	Action by Unanimous Written Consent of the Board of Directors
<a href="#"><u>COR009</u></a>	# Unanimous Written Consent of Directors Designating Means by Which Shareholders May Participate in Meetings Using Means of Electronic Communications
<a href="#"><u>COR010</u></a>	# Bylaw Provision—Participation in Shareholder Meetings by Means of Electronic Communications Under Section 602(b) of the BCL
<a href="#"><u>COR011</u></a>	Minutes of First Meeting of Shareholders
<a href="#"><u>COR012</u></a>	Minutes of Annual Meeting of Shareholders
<a href="#"><u>COR013</u></a>	Minutes of First Meeting of the Board of Directors
<a href="#"><u>COR014</u></a>	Sample Petition for Dissolution of Corporation under BCL § 1104-a
<a href="#"><u>COR015</u></a>	Shareholders' Agreement – Subchapter S Corporation, Two Shareholders With Equal Ownership
<a href="#"><u>COR016</u></a>	Clause for Stockholders' Agreement – Simple Buy-Sell Provision Requiring Independent Appraisal on a Stockholder's Death or Disability

- [COR017](#) Clause for Stockholders' Agreement – Heirs of Deceased Shareholder May “Put” Shares to Corporation, Purchase Price to Be Determined by Independent Appraisal
- [COR018](#) # Provision for Bylaws of a Benefit Corporation – Discharge of Duties by Corporation's Directors
- [COR019](#) # Provision for Bylaws of a Benefit Corporation – Preparation of Annual Benefit Report
- [COR020](#) # Stock Exchange Agreement Between Two Closely Held Corporations
- [COR021](#) # Clause for Certificate of Incorporation of a Benefit Corporation – Purpose Clause Specifying Both General and Specific Public Benefit





# REAL ESTATE TRANSACTIONS—COMMERCIAL<sup>†</sup>

[CRE001](#) Bargain and Sale Deed with Covenant Against Grantor's Acts  
(Individual or Corporation) (Form 8007)

[CRE001A](#) Sample 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 Mortgage 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

[CRE-255 AFF GENL](#) Affidavit Under Section 255 Tax Law



# CRIMINAL LAW<sup>†</sup>

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- [CRM001](#) Notice of Appearance
- [CRM002](#) # Counsel at First Appearance Arraignment Worksheet
- [CRM003](#) # Affirmation in Support of Bail
- [CRM004](#) # Sample Discovery Affirmation to Preserve Evidence
- [CRM005](#) # Sample Discovery Affirmation to Inspect Premises
- [CRM006](#) # Defense Certificate of Article 245 Compliance
- [CRM007](#) Notice of Omnibus Motion
- [CRM008](#) Affirmation in Support of Omnibus Motion
- [CRM009](#) Request for Bill of Particulars



# ELDER LAW AND SPECIAL NEEDS PLANNING<sup>†</sup>

<a href="#">ELDR001</a>	Power of Attorney New York Statutory Short Form
<a href="#">ELDR002</a>	Suggested Modifications (g) to the Power of Attorney New York Statutory Short Form
<a href="#">ELDR003</a>	Power of Attorney New York Statutory Gifts Rider Authorization for Certain Gift Transactions
<a href="#">ELDR004</a>	Suggested Modifications to New York Statutory Gifts Rider
<a href="#">ELDR005</a>	New York Living Will
<a href="#">ELDR006</a>	Sample Revocable Trust
<a href="#">ELDR007</a>	Sample Pourover Will
<a href="#">ELDR008</a>	Sample Irrevocable Trust
<a href="#">ELDR009</a>	Engagement Letter (Flat Fee)
<a href="#">ELDR010</a>	Engagement Letter (Hourly Fee)

<sup>†</sup> Some of the forms contained in **ELDER LAW** are omitted from this table of forms because they are available from government agencies. The current versions of these forms are obtainable from the following government agencies: The New York State Department of Health ([www.health.ny.gov](http://www.health.ny.gov)) and the City of New York ([www1.nyc.gov](http://www1.nyc.gov)).



# ENFORCEMENT OF MONEY JUDGMENTS

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- [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)
- [ENF007](#) Information Subpoena with Restraining Notice to Financial Institution
- [ENF008](#) Questions and Answers in Connection with Information Subpoena
- [ENF009](#) Questionnaire for Individual Judgment Debtor
- [ENF010](#) Questionnaire for Corporate Judgment Debtor
- [ENF011](#) Questionnaire for Place of Employment
- [ENF012](#) Notice to Judgment Debtor
- [ENF013](#) # Income Execution
- [ENF014](#) Property Execution with Notice to Garnishee
- [ENF015](#) Exemption Claim Form
- [ENF016](#) Exemption Notice
- [ENF017](#) Affirmation & Order to Show Cause to Punish for Contempt
- [ENF018](#) Final Order of Contempt
- [ENF019](#) Warrant of Commitment & Supporting Affidavit
- [ENF020](#) Subpoena *Duces Tecum* with Restraining Order to Judgement Debtor
- [ENF021](#) Sample Form of Notice of Right to Garnish Federal Benefits
- [ENF022](#) Notice of Motion

- [ENF023](#) Motion & Order to Compel Compliance with Information Subpoena
- [ENF024](#) Motion For Warrant For Failure to Comply with Order to Compel Compliance with Information Subpoena
- [ENF025](#) Information Subpoena with Restraining Notice to Judgment Debtor
- [ENF026](#) Satisfaction



# GUARDIANSHIP<sup>†</sup>

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<a href="#"><u>GUAR001</u></a>	Order to Show Cause—Application for Appointment of a Guardian of Person and Property
<a href="#"><u>GUAR002</u></a>	Petition for Appointment of a Guardian of Person and Property
<a href="#"><u>GUAR003</u></a>	Order to Show Cause—Application for Appointment of a Special Guardian (Sample re: Medicaid)
<a href="#"><u>GUAR004</u></a>	Verified Petition for Appointment of a Special Guardian (M.H.L. §81.16(b))
<a href="#"><u>GUAR005</u></a>	Order to Show Cause—Application for Appointment of a Guardian with Request for Temporary Restraining Order (TRO) and Injunction
<a href="#"><u>GUAR006</u></a>	Petition for Appointment of a Guardian with Request for Temporary Restraining Order (TRO) and Injunction
<a href="#"><u>GUAR007</u></a>	Consent of Court Evaluator
<a href="#"><u>GUAR008</u></a>	Affidavit of Responsibility of Court Evaluator
<a href="#"><u>GUAR009</u></a>	Sample Report of Court Evaluator
<a href="#"><u>GUAR010</u></a>	Order for Independent Medical Expert
<a href="#"><u>GUAR011</u></a>	Affidavit of Court Evaluator to Retain Independent Medical Expert
<a href="#"><u>GUAR012</u></a>	Order and Judgment Appointing Guardian of the Person and Property
<a href="#"><u>GUAR013</u></a>	Order and Judgment Appointing Special Guardian
<a href="#"><u>GUAR014</u></a>	Oath and Designation of Clerk
<a href="#"><u>GUAR015</u></a>	Commission to Guardian
<a href="#"><u>GUAR015A</u></a>	Short Form Commission
<a href="#"><u>GUAR016</u></a>	Statement Regarding Real Property
<a href="#"><u>GUAR017</u></a>	Order to Show Cause to Authorize Sale of Real Property
<a href="#"><u>GUAR018</u></a>	Verified Petition to Request Authorization to Sell Real Property
<a href="#"><u>GUAR019</u></a>	Order Authorizing Sale of Real Property

<a href="#"><u>GUAR020</u></a>	Report of Sale of Real Property
<a href="#"><u>GUAR021</u></a>	Order to Show Cause to Discover Property
<a href="#"><u>GUAR022</u></a>	Petition to Discover Property
<a href="#"><u>GUAR023</u></a>	Initial Report of Guardian
<a href="#"><u>GUAR024</u></a>	Initial Report of Guardian—Incapacitated Person in Nursing Home
<a href="#"><u>GUAR025</u></a>	Annual Report of Guardian for [Year]
<a href="#"><u>GUAR026</u></a>	Final Report and Account of Co-guardians
<a href="#"><u>GUAR027</u></a>	Petition for Settlement of Final Account
<a href="#"><u>GUAR028</u></a>	Order to Show Cause for Approval of Final Account
<a href="#"><u>GUAR029</u></a>	Order Settling and Approving Final Account
<a href="#"><u>GUAR030</u></a>	Affidavit (in Support of Order for Discharge)
<a href="#"><u>GUAR031</u></a>	Order Discharging Guardian and Surety
<a href="#"><u>GUAR032</u></a>	Notice of Proceeding
<a href="#"><u>GUAR033</u></a>	Statement of Death per M.H.L. § 81.44
<a href="#"><u>GUAR034</u></a>	Order to Show Cause to Transfer Guardianship Pursuant to M.H.L. § 83.31
<a href="#"><u>GUAR035</u></a>	Petition to Transfer Guardianship Pursuant to M.H.L. § 83.31
<a href="#"><u>GUAR036</u></a>	Provisional Order Transferring Guardianship Pursuant to M.H.L. § 83.31



# LIMITED LIABILITY COMPANIES<sup>†</sup>

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<a href="#">LLC001</a>	Sample Retainer Agreement in Connection with Formation of LLC
<a href="#">LLC002</a>	Simple Operating Agreement—Delaware LLC with One Member
<a href="#">LLC003</a>	Operating Agreement—New York LLC with Professional Manager
<a href="#">LLC004</a>	Complex Operating Agreement—New York LLC, with Options for Various Situations
<a href="#">LLC005</a>	Operating Agreement of [Delaware] LLC (Manager Managed/SPE Limitations)
<a href="#">LLC006</a>	Operating Agreement of [Delaware] LLC (Member Managed/SPE Limitations)
<a href="#">LLC007</a>	Operating Agreement of _____, LLC
<a href="#">LLC008</a>	Sample Operating Agreement for PLLC
<a href="#">LLC009</a>	Sample Operating Agreement Clause - Conversion to a Corporation
<a href="#">LLC010</a>	Sample Operating Agreement Clause - Distributions to Holders of Profits Interests
<a href="#">LLC011</a>	Sample Operating Agreement Clause - Multiple Classes of Membership Interest
<a href="#">LLC012</a>	Sample Operating Agreement Clause - Permitting Issuance of Profits Interests
<a href="#">LLC013</a>	Sample Operating Agreement Clause - Units of Membership Interest
<a href="#">LLC014</a>	# Notice of Formation of LLC - Domestic
<a href="#">LLC015</a>	# Notice of Formation of LLC - Foreign
<a href="#">LLC016</a>	# Letter of Intent for Sale of Membership Interests in an LLC
<a href="#">LLC017</a>	# Resolutions Authorizing Dissolution of a New York LLC
<a href="#">LLC018</a>	# Simple Breakup Agreement for Two-Member LLC With 50/50 Ownership





# MATRIMONIAL LAW<sup>†</sup>

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<a href="#"><u>MAT001</u></a>	Statement of Client's Rights and Responsibilities
<a href="#"><u>MAT002</u></a>	Retainer Letter
<a href="#"><u>MAT002A</u></a>	Demand for Statement of Net Worth (Demand Only)
<a href="#"><u>MAT003</u></a>	Demand for Statement and Statement of Net Worth
<a href="#"><u>MAT004</u></a>	Client/Attorney Certification
<a href="#"><u>MAT005</u></a>	Letter to Spouse
<a href="#"><u>MAT006</u></a>	Letter to Client re: Proposed Property Settlement Agreement (Confidential)
<a href="#"><u>MAT006A</u></a>	Letter to Client re: Proposed Property Settlement Agreement
<a href="#"><u>MAT007</u></a>	Letter to Attorney re: Proposed Settlement Agreement (Open)
<a href="#"><u>MAT008</u></a>	Letter to the Other Party's Attorney re: Execution of Agreement
<a href="#"><u>MAT009</u></a>	Sample Settlement Agreement, Divorce Agreement, or Separation Agreement
<a href="#"><u>MAT010</u></a>	Letter to Client re: Tax Consequences
<a href="#"><u>MAT011</u></a>	Answer (Uncontested Action)
<a href="#"><u>MAT012</u></a>	Plaintiff's Statement of Removal of Barriers to Remarriage
<a href="#"><u>MAT013</u></a>	Defendant's Statement of Barriers to Remarriage
<a href="#"><u>MAT014</u></a>	Summons with Notice
<a href="#"><u>MAT015</u></a>	Notice to Take Deposition
<a href="#"><u>MAT015A</u></a>	Notice of Motion to Preclude
<a href="#"><u>MAT015B</u></a>	Affidavit in Support of Motion to Preclude
<a href="#"><u>MAT016</u></a>	Request for Preliminary Conference
<a href="#"><u>MAT017</u></a>	Statement of Proposed Disposition

<a href="#"><u>MAT018</u></a>	Attorney's Affidavit of Regularity (Uncontested Action)
<a href="#"><u>MAT019</u></a>	# Judgment (Uncontested Action)
<a href="#"><u>MAT020</u></a>	Notice of Entry
<a href="#"><u>MAT021</u></a>	Plaintiff's First Demand for Discovery and Inspection
<a href="#"><u>MAT022</u></a>	Witness Subpoena
<a href="#"><u>MAT023</u></a>	Combined Subpoena Duces Tecum and Witness Trial Subpoena
<a href="#"><u>MAT024</u></a>	Qualified Medical Child Support Order
<a href="#"><u>MAT025</u></a>	Notice of Appeal
<a href="#"><u>MAT026</u></a>	Notice of Settlement
<a href="#"><u>MAT027</u></a>	Plaintiff's Affidavit in Support of Judgment of Divorce
<a href="#"><u>MAT028</u></a>	Support Collection Unit Information Sheet
<a href="#"><u>MAT029</u></a>	Uncontested Divorce Check List for Court Submission
<a href="#"><u>MAT030</u></a>	Notice to Provide Expert's Information
<a href="#"><u>MAT031</u></a>	Corrections to Depositions
<a href="#"><u>MAT032</u></a>	Notice to Admit Truth of Facts
<a href="#"><u>MAT034</u></a>	Verified Reply
<a href="#"><u>MAT035</u></a>	Living Expense ( <b>Enter all</b> , no automatic calculations)
<a href="#"><u>MAT036</u></a>	Prospective Budget ( <b>Enter all</b> , no automatic calculations)
<a href="#"><u>MAT038</u></a>	Complaint – Constructive Abandonment
<a href="#"><u>MAT039</u></a>	Notice for Preservation of Electronic Evidence
<a href="#"><u>MAT040</u></a>	Consent to Change Attorney
<a href="#"><u>MAT041</u></a>	Answer with Alternate right of Defendant to Obtain Divorce
<a href="#"><u>MAT042</u></a>	Notice of Appearance with Demand for Relief

<a href="#"><u>MAT043</u></a>	Memorandum of Separation Agreement
<a href="#"><u>MAT044</u></a>	Custody and Visitation Legislation Database Review Information Sheet
<a href="#"><u>MAT045</u></a>	Verified Complaint
<a href="#"><u>MAT046</u></a>	Verified Complaint – No Fault with Children
<a href="#"><u>MAT048</u></a>	Non-Engagement Letter
<a href="#"><u>MAT049</u></a>	# Typical Preliminary Conference/Stipulation Letter
<a href="#"><u>MAT050</u></a>	Affidavit of Service by Mail of Judgment of Divorce with Notice of Entry
<a href="#"><u>MAT051</u></a>	# Notice of Automatic Orders



# MECHANIC'S LIENS<sup>†</sup>

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

<a href="#"><u>MEC022</u></a>	Satisfaction of Lien—Public Improvement
<a href="#"><u>MEC023</u></a>	Notice to Government Agency as to Public Improvement Lien Bond Pursuant to Lien Law § 21(5)
<a href="#"><u>MEC024</u></a>	Bond Discharging Mechanic’s Lien—Public Improvement
<a href="#"><u>MEC029</u></a>	Verified Complaint to Foreclose a Mechanic’s Lien Filed Against Private Owner
<a href="#"><u>MEC030</u></a>	Verified Complaint to Foreclose a Public Improvement Lien
<a href="#"><u>MEC031</u></a>	Notice of Application for Ex Parte Order Discharging by Retention a Lien for a Public Improvement Pursuant to Lien Law § 21(6)
<a href="#"><u>MEC032</u></a>	Affidavit in Support of Application for Ex Parte Order Discharging Lien for Public Improvement Pursuant to Lien Law § 21(6)
<a href="#"><u>MEC033</u></a>	Order Discharging by Retention a Lien for Public Improvement Pursuant to Lien Law § 21(6)
<a href="#"><u>MEC034</u></a>	Notice of Application for Order Requiring Itemized Statement Pursuant to Lien Law § 38 or Cancellation of Lien
<a href="#"><u>MEC035</u></a>	Verified Petition for Order Requiring Lien Law § 38 Itemized Statement
<a href="#"><u>MEC036</u></a>	Notice to Commence Action or Show Cause Pursuant to Lien Law § 59
<a href="#"><u>MEC037</u></a>	Affidavit in Support of Application to Cancel Notice of Lien
<a href="#"><u>MEC038</u></a>	Order Canceling Notice of Lien
<a href="#"><u>MEC039</u></a>	Affirmation to Discharge Lien by Deposit
<a href="#"><u>MEC040</u></a>	Verified Complaint Trust Fund Diversion



# MORTGAGE FORECLOSURES<sup>†</sup>

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<a href="#">MF001</a>	Notice of Pendency of Action
<a href="#">MF002</a>	Summons (General)
<a href="#">MF002-1</a>	Summons (Residential Property of not more than three units)
<a href="#">MF003</a>	Complaint
<a href="#">MF003-1</a>	Certificate of Merit
<a href="#">MF004</a>	Order of Reference in Mortgage Foreclosure
<a href="#">MF005</a>	Affirmation of Regularity
<a href="#">MF006</a>	Referee's Oath
<a href="#">MF007</a>	Report of Amount Due
<a href="#">MF008</a>	Schedule A—Abstract of Documentary Evidence
<a href="#">MF009</a>	Costs of Plaintiff with Attorney's Affirmation
<a href="#">MF011</a>	Judgment of Foreclosure and Sale
<a href="#">MF012</a>	Affirmation of Service by Mail
<a href="#">MF013</a>	Notice of Foreclosure and Sale
<a href="#">MF014</a>	Terms of Sale
<a href="#">MF015</a>	Upset Calculation
<a href="#">MF015-1</a>	* Surplus Monies
<a href="#">MF016</a>	Referee's Deed
<a href="#">MF017</a>	Referee's Report of Sale
<a href="#">MF018</a>	Statement of Sale
<a href="#">MF019</a>	Order Confirming Referee's Report of Sale
<a href="#">MF020</a>	* Help for Homeowners in Foreclosure Notice
<a href="#">MF021</a>	Notice to Tenants of Buildings in Foreclosure
<a href="#">MF023</a>	Notice to Tenants by Successor in Interest
<a href="#">MF024</a>	* # Foreclosure Attorney Affirmation - COVID-19



# MORTGAGES<sup>†</sup>

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## 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”

## Participations

[MORT010](#) Participation Agreement

## Miscellaneous Forms

[MORT011](#) # Notice of Sale or Transfer of Ownership of Your Residential Property



# REPRESENTING THE PERSONAL INJURY PLAINTIFF IN NEW YORK<sup>†</sup>

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## A. Intake and Client Retention

[PI001](#) Sample Client Intake Form

[PI002](#) \* Statement of Client's Rights

[PI003](#) \* Statement of Client's Responsibilities

[PI004](#) Judicial Conference Retainer Statement

[PI005](#) Sample Language for Personal Injury Retainer Agreements

## B. Investigation and Securing of Medical and Other Records

[PI006](#) HIPAA Compliant Unlimited Authorization for Plaintiff's Counsel to Secure Client's Records

[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)

\* This form is in PDF format and requires Adobe Reader or other suitable software

† Some of the forms contained in *Representing the Personal Injury Plaintiff in New York* are omitted from this table of forms because they are available from government agencies. The current versions of these forms are obtainable from the following government agencies: the Official New York City Website ([www.nyc.gov](http://www.nyc.gov)), the New York State Unified Court System ([www.nycourts.gov](http://www.nycourts.gov)), the New York State Department of Motor Vehicles ([www.dmv.ny.gov/forms](http://www.dmv.ny.gov/forms)), and the New York State Department of Financial Services ([www.dfs.ny.gov](http://www.dfs.ny.gov)).



## **D. Commencing the Litigation**

[PI013](#) \* Court Summons

[PI014](#) Certificate of Merit (No Issue with Statute of Limitations) for Medical Malpractice Action

[PI015](#) Verified Summons and Complaint in a Medical Malpractice Action Involving Wrongful Death of an Infant with Attorney Verification

[PI016](#) Notice of Commencement of Medical Malpractice Action

[PI017](#) Verified Summons and Complaint in an Automobile Negligence Case for Individual Plaintiff and Attorney Verification

[PI018](#) Statement of Service by Mail and Acknowledgment of Receipt by Mail of Summons and Complaint

## **E. Discovery and Amplification of Pleadings**

[PI019](#) Plaintiff's Verified Bill of Particulars in a Medical Malpractice Action Involving Wrongful Death of an Infant

[PI020](#) Plaintiff's Notice of Availability for Physical Examination

[PI021](#) Plaintiff's Notice to Admit

[PI022](#) Plaintiff's General Combined Demands with a Demand for a Verified Bill of Particulars on Defendant's Affirmative Defenses

[PI023](#) Plaintiff's Notice to Produce Documents in a Product Defect Case with Jurisdictional and Successor Liability Issues as to Certain Defendants

[PI024](#) Plaintiff's Combined Discovery Demands and Notice for Discovery and Inspection in Medical Malpractice Case

[PI025](#) Deposition Exhibit Log

## **F. Trial and Verdict**

- [PI026](#) Note of Issue, Certificate of Readiness and Verification
- [PI027](#) Certificate of Readiness and Verification
- [PI028](#) Notice of Intention to Introduce X-Ray(s)
- [PI029](#) Trial Exhibit List (Internal Use Only)
- [PI030](#) Trial Notebook Index (Internal Use Only)
- [PI031](#) Jury Selection Record (Internal Use Only)
- [PI032](#) Trial Schedule
- [PI033](#) Plaintiff's Request to Charge in a Medical Malpractice Case
- [PI034](#) Plaintiff's Request to Charge in a Motor Vehicle Negligence Case
- [PI035](#) Plaintiff's Proposed Verdict Sheet in a Medical Malpractice Case

## **G. Settlement and Closing of Case**

- [PI036](#) General Release
- [PI037](#) Standard Stipulation of Discontinuance
- [PI038](#) CPLR 5003-a Letter to Defendant Transmitting Settlement Documents
- [PI039](#) Judicial Conference Closing Statement
- [PI040](#) Client Disbursement Accounting
- [PI041](#) Trial Preparation Checklist



# PROBATE AND ADMINISTRATION OF DECEDENTS' ESTATES†

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<a href="#"><u>PRB-A-1</u></a>	* Petition for Letters of Administration (Form A-1)
<a href="#"><u>PRB-A-1-Optional</u></a>	Petition For Letters of Administration (Form A-1) (with optional acknowledgment language)
<a href="#"><u>PRB-A-2</u></a>	* Administration Citation (Form A-2)
<a href="#"><u>PRB-A-3</u></a>	* Notice of Application for Letters of Administration (Form A-3)
<a href="#"><u>PRB-A-4</u></a>	* Affidavit of Mailing Notice of Application for Letters of Administration (Form A-4)
<a href="#"><u>PRB-A-5</u></a>	* Notice to Consul General (Form A-5)
<a href="#"><u>PRB-A-6</u></a>	* Decree Appointing Administrator (Form A-6)
<a href="#"><u>PRB-A-7</u></a>	* Affidavit of Regularity (Form A-7)
<a href="#"><u>PRB-A-8</u></a>	* Waiver of Citation, Renunciation and Consent to Appointment of Administrator (Individual) (Form A-8)
<a href="#"><u>PRB-A-8-Optional</u></a>	* Waiver of Citation, Renunciation and Consent to Appointment of Administrator (Individual) (Form A-8) (with optional acknowledgment language)
<a href="#"><u>PRB-A-9</u></a>	* Waiver of Citation and Consent to Appointment of Administrator (Corporation) (Form A-9)
<a href="#"><u>PRB-A-10</u></a>	* Affidavit of Service of Citation (Adult) (Form A-10)
<a href="#"><u>PRB-P-1</u></a>	* Petition for Probate (Form P-1) (PDF Version)
<a href="#"><u>PRB-P-1</u></a>	Petition for Probate (Form P-1) (Microsoft Word Version)
<a href="#"><u>PRB-P-2</u></a>	* Application for Preliminary Letters Testamentary (Form P-2)
<a href="#"><u>PRB-P-2-Consent</u></a>	* Consent and Designation of Corporate Preliminary Executor (Inside New York State)
<a href="#"><u>PRB-P-3</u></a>	* Affidavit of Attesting Witness (Form P-3)

<a href="#"><u>PRB-P-4</u></a>	* Waiver of Process; Consent to Probate (Form P-4)
<a href="#"><u>PRB-P-4-Optional</u></a>	* Waiver of Process; Consent to Probate (Form P-4) (with optional acknowledgment language)
<a href="#"><u>PRB-P-5</u></a>	* Probate Citation (Form P-5)
<a href="#"><u>PRB-P-6</u></a>	* Notice of Probate (Form P-6)
<a href="#"><u>PRB-P-7</u></a>	* Affidavit of Service of Citation (Form P-7)
<a href="#"><u>PRB-P-8</u></a>	* Application to Dispense with Testimony of Attesting Witness (Form P-8)
<a href="#"><u>PRB-P-9</u></a>	* Affidavit Proving Handwriting (Form P-9)
<a href="#"><u>PRB-P-10</u></a>	* Renunciation of Nominated Executor and/or Trustee (Form P-10)
<a href="#"><u>PRB-P-10-Optional</u></a>	* Renunciation of Nominated Executor and/or Trustee (Form P-10) (with optional acknowledgment language)
<a href="#"><u>PRB-P-11</u></a>	* Renunciation of Letters of Administration c.t.a. and Waiver of Process (Form P-11)
<a href="#"><u>PRB-P-11-Optional</u></a>	* Renunciation of Letters of Administration c.t.a. and Waiver of Process (Form P-11) (with optional acknowledgment language)
<a href="#"><u>PRB-P-12</u></a>	* Affidavit of No Debt (Form P-12)
<a href="#"><u>PRB-P-13</u></a>	* Affidavit of Comparison (Form P-13)
<a href="#"><u>PRB-AttCert</u></a>	* Attorney's Certification in Probate Proceeding
<a href="#"><u>PRB-Decree</u></a>	Decree Granting Probate
<a href="#"><u>PRB-207-20</u></a>	* Inventory of Assets (Rule 207.20)



# REAL ESTATE TRANSACTIONS— RESIDENTIAL

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<a href="#">RE001</a>	Blank Worksheet for Estimating Closing Costs
<a href="#">RE002</a>	Attorney's Checklist— Action Prior to, at Time of, and Subsequent to Closing
<a href="#">RE002A</a>	Residential Contract of Sale (Microsoft Word Format) (NYSBA/NYSLTA/ABCNY/NYCLA)
<a href="#">RE002A</a>	* Residential Contract of Sale (PDF Format) (NYSBA/NYSLTA/ABCNY/NYCLA)
<a href="#">RE003</a>	Contract of Sale (NYBTU Form 8041)
<a href="#">RE003A</a>	Property Condition Disclosure Statement
<a href="#">RE004</a>	Lead Paint Disclosure Form for Housing Sales
<a href="#">RE005</a>	Lead Paint Disclosure Form for Housing Rentals and Leases
<a href="#">RE006</a>	Rider Clauses to Contract of Sale—Purchaser
<a href="#">RE007</a>	Holdover Agreement (Short Form)
<a href="#">RE008</a>	Holdover Agreement (Long Form)
<a href="#">RE009</a>	Occupancy Agreement
<a href="#">RE010</a>	Acceleration Affidavit—To Postpone Condition Requiring Borrower to Sell Current Residence
<a href="#">RE011</a>	Attorney's Affidavit of Compliance
<a href="#">RE012</a>	Warranty Deed with Full Covenants
<a href="#">RE013</a>	Bargain and Sale Deed, with Covenant Against Grantor's Acts (Individual or Corporation)

<a href="#">RE014</a>	Bargain and Sale Deed, Without Covenant Against Grantor's Acts
<a href="#">RE015</a>	Quitclaim Deed (IRS-8009)
<a href="#">RE016</a>	Executor's Deed (NYBTU-8010)
<a href="#">RE016A</a>	Administrator's Deed
<a href="#">RE017</a>	Referee's Deed in Foreclosure
<a href="#">RE018</a>	F.I.R.P.T.A. Non-Foreign Certification by Individual Transferor
<a href="#">RE019</a>	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)
<a href="#">RE020</a>	Undertaking/Indemnity for Transfer Tax by Transferee and Its Designated Title Agency
<a href="#">RE021</a>	Rider Clauses to Contract of Sale—New Construction
<a href="#">RE022</a>	Rider Clauses to Contract of Sale—Condominium Unit
<a href="#">RE022A</a>	* Contract of Sale—Cooperative Apartment
<a href="#">RE022B</a>	Contract of Sale – Condominium Unit (Microsoft Word Format)
<a href="#">RE022C</a>	Explanatory Notes—Condominium Contract of Sale Rider
<a href="#">RE023</a>	Clauses to Contract of Sale—Cooperative Apartment
<a href="#">RE024</a>	Brokerage Agreement—Seller
<a href="#">RE025</a>	Blank Worksheet Form for Calculating Seller's Closing Costs
<a href="#">RE026</a>	Rider Clauses to Contract of Sale—Seller
<a href="#">RE027</a>	Seller's Attorney's Transmittal Letter
<a href="#">RE028</a>	Phraseology of Typical Title Report Exceptions
<a href="#">RE029</a>	Certification for No Information Reporting on the Sale or Exchange of a Principal Residence

\* This form is a PDF and requires Adobe Reader or other suitable software

† Some of the forms contained in Real Estate Transactions – Residential Property are omitted from this table of forms because they are obtainable from other agencies. The current versions of these forms are obtainable from the following agencies: the New York State Department of Taxation and Finance ([www.tax.ny.gov](http://www.tax.ny.gov)), the Official New York City Website ([www1.nyc.gov](http://www1.nyc.gov)), the Internal Revenue Service ([www.irs.gov](http://www.irs.gov)), the United States Department of Housing and Urban Development ([www.hud.gov](http://www.hud.gov)), Financial Crimes Enforcement Network ([www.fincen.gov](http://www.fincen.gov)), Advantage Title Company ([www.advantagetitle.com](http://www.advantagetitle.com)), and Judicial Title Insurance Agency ([www.judicialtitle.com](http://www.judicialtitle.com)).

<a href="#">RE030</a>	Sample of “No Other Name” and “No Judgments” Affidavit Submitted for Clearance of Title—Exceptions Raised
<a href="#">RE031</a>	Natural Person Mortgagee—Affidavit of Exemption § 253(1-a)
<a href="#">RE032</a>	Power of Attorney – New York Statutory Short Form, New York Statutory Gifts Rider and Suggested Modifications
<a href="#">RE035A</a>	New York State Disclosure Form—Buyer and Seller
<a href="#">RE035B</a>	New York State Disclosure Form—Landlord and Tenant
<a href="#">RE036</a>	Addendum to Contract for Purchase and Sale
<a href="#">RE037</a>	Help for Homeowners in Foreclosure
<a href="#">RE038</a>	Buyer Retainer Letter
<a href="#">RE039</a>	Seller Retainer Letter
<a href="#">RE040</a>	Disclosure Statement
<a href="#">RE041</a>	Privacy Policy Notice
<a href="#">RE043</a>	Authorization to Release Information
<a href="#">RE044</a>	Title Insurance and You
<a href="#">RE045</a>	Is Title Insurance Worth the Extra Cost?
<a href="#">RE046</a>	What Does a Survey Do For Me?
<a href="#">RE048</a>	Investor Addendum
<a href="#">RE049</a>	Uniform Acknowledgement In State
<a href="#">RE050</a>	Uniform Acknowledgement Out of State
<a href="#">RE051</a>	Subscribing Witness Acknowledgement In State
<a href="#">RE052</a>	Subscribing Witness Acknowledgement Out of State

<a href="#">RE053</a>	* Columbia County Supplemental Real Estate Transfer Tax Return
<a href="#">RE054</a>	* Peconic Bay Region Community Preservation Fund
<a href="#">RE055</a>	* Town of Warwick Community Preservation Fund (CPF) Transfer Tax
<a href="#">RE056</a>	* Town of Red Hook Transfer Tax - Community Preservation Fund
<a href="#">RE057</a>	Affidavit of Title
<a href="#">RE058</a>	Judgment Affidavit
<a href="#">RE059</a>	Fence and Boundary Affidavit
<a href="#">RE060</a>	Survey Affidavit
<a href="#">RE061</a>	Affidavit as to Power of Attorney Being in Full Force
<a href="#">RE062</a>	Occupancy Agreement for Seller in Possession After Closing
<a href="#">RE063</a>	Mortgage Note (Fixed Rate)
<a href="#">RE064</a>	Mortgage Note (NYBTU Form 8011)
<a href="#">RE065</a>	Mortgage
<a href="#">RE066</a>	Mortgage (Statutory Short Form M)
<a href="#">RE067</a>	Combined Note and Mortgage
<a href="#">RE068</a>	Affidavit of Exemption (Tax Law §253(1-A))
<a href="#">RE069</a>	* Cayuga County Clerk's Recording Page
<a href="#">RE070</a>	* Fulton County Recording Page



<a href="#"><u>RE071</u></a>	* Hamilton County Recording Page
<a href="#"><u>RE072</u></a>	* Orange County Clerk's Office Recording Page
<a href="#"><u>RE073</u></a>	* Oswego County Recording Page
<a href="#"><u>RE074</u></a>	* Otsego County Recording Page
<a href="#"><u>RE075</u></a>	* Putnam County Recording Page
<a href="#"><u>RE076</u></a>	* Schenectady County Recording Page
<a href="#"><u>RE077</u></a>	* Suffolk County Recording Page
<a href="#"><u>RE078</u></a>	* Tioga County Recording Page
<a href="#"><u>RE079</u></a>	* Westchester County Clerk Recording Sheet
<a href="#"><u>RE080</u></a>	* Sample Closing Statement
<a href="#"><u>RE081</u></a>	Recording Fees, Mortgage Tax Rate and County Cover Sheet
<a href="#"><u>RE082</u></a>	* City of Yonkers Transfer Tax Form
<a href="#"><u>RE083</u></a>	* City of Mount Vernon Transfer Tax Form and Instructions
<a href="#"><u>RE084</u></a>	* City of Peekskill Real Property Transfer Tax and Instructions
<a href="#"><u>RE086</u></a>	* Statutes of Limitations Chart
<a href="#"><u>RE413</u></a>	Broker's Offer Memorandum — Fact Sheet
<a href="#"><u>RE415</u></a>	Estimate for Closing Costs — Purchaser

<a href="#">RE417</a>	Resource Guide to Addresses and Numbers for Credit Report Information
<a href="#">RE418</a>	Resource Guide to Agencies and Numbers for Home Environmental Health and Safety Information
<a href="#">RE421</a>	Estimate of Closing Costs — Seller
<a href="#">RE423</a>	Contents of Affidavit Seeking to Discharge Mortgage Where Lender Failed to Provide Satisfaction
<a href="#">RE425</a>	Transitional Rules and Procedures Until Torrens System Abolished
<a href="#">RE427</a>	Resources for Senior Citizen Homeowners
<a href="#">RE429</a>	Sample Schedule A — Condominium Unit Description
<a href="#">RE433</a>	Acceptance of Statutory Short-Form Power of Attorney – Sample Letter
<a href="#">RE435-A</a>	Uniform Form Certificate of Acknowledgement (within New York State)
<a href="#">RE435-B</a>	Uniform Form Certificate of Proof of Execution by Subscribing Witness(es) for Instruments Relating to Property in New York
<a href="#">RE437</a>	# Sample Retainer Letters
<a href="#">RE461</a>	Privacy Policy Notice
<a href="#">RE-fact sheet</a>	* EPA/HUD Lead Paint Fact Sheet
<a href="#">RE-lead brochure</a>	* # Protect Your Family from Lead in Your Home pamphlet
<a href="#">RE-SMOKEALARM</a>	Smoke Alarm and Carbon Monoxide Detector Affidavit
<a href="#">RE-TAX-Dates</a>	* Westchester County Property Tax Payment Dates



# WILL DRAFTING<sup>†</sup>

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- [WIL001](#) Dual Representation Letter
- [WIL002](#) Separate Representation Letter
- [WIL003](#) Sample Last Will and Testament with Affidavit for Attesting Witnesses
- [WIL004](#) Will Execution Checklist
- [WIL005](#) Health Care Proxy and Living Will
- [WIL006](#) Fact Gathering Checklist

<sup>†</sup> Some of the forms contained in **WILL DRAFTING** are omitted from this table of forms because they are available from government agencies. The current versions of these forms are obtainable from the following government agencies: The New York State Department of Health ([www.health.ny.gov](http://www.health.ny.gov)) and the City of New York ([www1.nyc.gov](http://www1.nyc.gov)).



# ZONING AND LAND USE

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## ENFORCEMENT

<a href="#">ZON001</a>	Code Violation Letter From Attorney to Violator
<a href="#">ZON002</a>	Code Enforcement Officer Letter to Violator
<a href="#">ZON003</a>	Code Compliance Letter From Code Enforcement Officer to Violator (Alternate)
<a href="#">ZON004</a>	Complain, Violation of Zoning Ordinance
<a href="#">ZON005</a>	Information Regarding Zoning Ordinance Violation
<a href="#">ZON006</a>	Order to Remedy Violation of Zoning Local Law
<a href="#">ZON007</a>	Order to Remedy Violation (Alternate Form)
<a href="#">ZON008</a>	Summons and Complaint—Failure to Maintain Property

## FREEDOM OF INFORMATION

<a href="#">ZON009</a>	Application for Public Access to Records and Response
<a href="#">ZON010</a>	Application for Public Access to Records and Response (Alternate Form)
<a href="#">ZON011</a>	Application Letter (Alternate Form 2)
<a href="#">ZON012</a>	Preliminary Response to FOI Request
<a href="#">ZON013</a>	Response to FOI Request

## MISCELLANEOUS

<a href="#">ZON014</a>	Adoption of Local Law Resolution
<a href="#">ZON015</a>	Consulting Agreement—Intermunicipal
<a href="#">ZON016</a>	General Release and Indemnification
<a href="#">ZON018</a>	Natural Gas Vehicle Permits Local Law
<a href="#">ZON022</a>	Oil and Gas lease (DEC)

<a href="#">ZON025</a>	Rental Registration Application, City of Binghamton
<a href="#">ZON026</a>	Resolution That Zoning Determinations Be Filed With Municipal Clerk
<a href="#">ZON027</a>	Seismic Permit, Town of Preston
<a href="#">ZON028</a>	Settlement and Release Agreement
<a href="#">ZON029</a>	Driveway Design Standards
<a href="#">ZON030</a>	Driveway Building Permit Application

## **PLANNING BOARD**

<a href="#">ZON031</a>	Appointment of Ad Hoc Temporary Members to Planning Board Zoning Board of Appeals
<a href="#">ZON032</a>	Procedure for Assignment of Alternate Members
<a href="#">ZON033</a>	Planning Board, Resolution Appointing
<a href="#">ZON034</a>	Approved Training Courses, Resolution Designating
<a href="#">ZON035</a>	Training Requirements for Planning Board and ZBA, Local Law Establishing
<a href="#">ZON036</a>	Training Requirements for Planning Board and ZBA, Resolution Waiving
<a href="#">ZON037</a>	Section 239 Review Submission Form
<a href="#">ZON038</a>	* Sections 239-l, 239-m and 239-n Application
<a href="#">ZON039</a>	Site Plan Review (Model), Notice of Public Hearing
<a href="#">ZON040</a>	Site Plan Denial
<a href="#">ZON041</a>	Subdivision Regulations—Map Endorsement

## **ROAD USE AGREEMENTS, LOCAL LAWS AND PERMITS**

<a href="#">ZON042</a>	Road Use Agreement (Broome County)
<a href="#">ZON043</a>	Road Use Agreement (Town of Owego)
<a href="#">ZON044</a>	Road Use and Crossing Agreement (With Exhibits) Amended and Restated
<a href="#">ZON045</a>	Road Preservation Local Law
<a href="#">ZON046</a>	Road Preservation Law: Town of Sanford
<a href="#">ZON047</a>	Road Use and Preservation Policy, Resolution Adopting

\* This form is a PDF and requires Adobe Reader or other suitable software

† Some of the forms contained in Zoning, Land Use and Environmental Law are omitted from this table of forms because they are available from other agencies. The current versions of these forms are obtainable from the following government agencies: the New York State Department of Environmental Conservation ([www.dec.ny.gov](http://www.dec.ny.gov)) and the United States Environmental Protection Bureau ([www.epa.gov](http://www.epa.gov)).

<a href="#"><u>ZON048</u></a>	Road Use Permits for Vehicles in Excess of Weight
<a href="#"><u>ZON049</u></a>	Limitations Special Hauling Permit Motor Vehicles (Broome
<a href="#"><u>ZON050</u></a>	County) Special Hauling Permit Agreement (Intermunicipal)

## **SEQR**

<a href="#"><u>ZON051</u></a>	Conditioned Negative Declaration of Significance
<a href="#"><u>ZON052</u></a>	Determination of Type II Action
<a href="#"><u>ZON053</u></a>	Determination That Proposed Activity Does Not Require Environmental Review
<a href="#"><u>ZON054</u></a>	Environmental Notice Bulletin Form
<a href="#"><u>ZON055</u></a>	Lead Agency Notice to Other Interested Agency

## **ZONING**

<a href="#"><u>ZON056</u></a>	Adoption of Zoning Local Law (Village), Notice of
<a href="#"><u>ZON057</u></a>	Resolution Adopting Zoning Local Law (Village)
<a href="#"><u>ZON058</u></a>	Amendment to Zoning Local Law
<a href="#"><u>ZON059</u></a>	Zoning Amendment (With Determinations)
<a href="#"><u>ZON060</u></a>	Resolution Recommending Proposed Amendments to the Town Zoning Code
<a href="#"><u>ZON061</u></a>	Application for Change in Zoning
<a href="#"><u>ZON062</u></a>	Comprehensive Plan, Resolution Adopting
<a href="#"><u>ZON063</u></a>	Declaration of Covenants and Restrictions to Accommodate Rezoning
<a href="#"><u>ZON064</u></a>	Resolution Accepting Declaration of Covenants and Restrictions
<a href="#"><u>ZON065</u></a>	Resolution Accepting Declaration of Covenants and Restrictions (Alternate Form)
<a href="#"><u>ZON066</u></a>	County Department of Planning Letter Requesting Review of Variance Application
<a href="#"><u>ZON067</u></a>	* Land Use Change Application Flowchart

\* This form is a PDF and requires Adobe Reader or other suitable software

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## ZONING BOARD OF APPEALS

<a href="#">ZON068</a>	Application for Appeal
<a href="#">ZON069</a>	Notice of Public Hearing: Area Variance (Model)
<a href="#">ZON070</a>	Area Variance Granted (Setback)—Sample Appeal Action
<a href="#">ZON071</a>	Area Variance Denied (Setback)—Sample Appeal Action
<a href="#">ZON072</a>	Flowchart
<a href="#">ZON073</a>	Interpretation of Zoning Ordinance—Sample Appeal Action
<a href="#">ZON074</a>	Interpretation of Zoning Ordinance or Alternative Variance, Notice of Public Hearing re
<a href="#">ZON075</a>	Rehearing—Notice of Public Hearing re Zoning Board of Appeals Decision
<a href="#">ZON076</a>	Special Use Permit, Model
<a href="#">ZON077</a>	Special Use Permit, Town of Sanford West Beach Enterprises LLC
<a href="#">ZON078</a>	Special Permit Granted—Sample Appeal Action
<a href="#">ZON079</a>	Special Use Permit, Granted With Conditions
<a href="#">ZON080</a>	Use Variance Model
<a href="#">ZON081</a>	Use Variance Granted—Sample Appeal Action
<a href="#">ZON082</a>	Use Variance Denied—Sample Appeal Action
<a href="#">ZON083</a>	Use Variance (Alternate Form)—Decision
<a href="#">ZON084</a>	Use Variance Findings Form

\* This form is a PDF and requires Adobe Reader or other suitable software

† Some of the forms contained in Zoning, Land Use and Environmental Law are omitted from this table of forms because they are available from other agencies. The current versions of these forms are obtainable from the following government agencies: the New York State Department of Environmental Conservation ([www.dec.ny.gov](http://www.dec.ny.gov)) and the United States Environmental Protection Bureau ([www.epa.gov](http://www.epa.gov)).