

REAL ESTATE FORMS LIST

The Real Estate volume contains a wide assortment of easy to use forms covering most common situations. There more than 230 automatic but very flexible forms in all, many of which offer multiple options about the language to include. The result is that ProDoc forms can be used to create hundreds of different custom crafted documents in very short order.

Information is shared across documents, so that the buyer names you enter in a purchase agreement are offered to you as the borrower names in a note and mortgage, and if an acknowledgment or jurat is needed on a form, it is automatically added to the form you've drafted with the names already completed.

CLIENT MATTERS AND GENERAL CORRESPONDENCE

1-100	Client Information Form
1-105	Letter Confirming Appointment with Directions to Office
1-110	Letter of Engagement
1-115	Letter to Avoid Conflicts of Interest
1-120	Letter Advising of Representation of Other Interested Party
1-125	Letter Declining Representation
1-130	Letter Terminating Representation
1-135	Letter at Conclusion of Representation
1-140	Letter to Client - General
1-145	Letter to Current Mortgagee - General
1-150	Letter to Current Mortgagee Requesting Payoff Information
1-155	Letter to Current Mortgagee Enclosing Payoff Check
1-160	Letter to New Lender - General
1-165	Letter to New Lender re Preference for Taking Title
1-170	Letter to Purchaser - General
1-175	Letter to Seller - General
1-180	Letter to Title Company re Title Examination
1-185	Notice - Real Estate Taxes (REBA No 8)

CHECKLISTS

1-200	Checklist for Attorney for Purchaser
1-205	Conventional Loan Checklist

PROPERTY TRANSFERS

PURCHASE AND SALE AGREEMENTS

2-100	Offer to Purchase Real Estate (REBA No 9)
2-105	Purchase and Sale Agreement for Massachusetts Real Estate (REBA No 21)
2-110	Purchase and Sale Agreement - Commercial
2-115	Purchase and Sale Agreement - Unimproved Land

RIDERS AND ADDENDA TO PURCHASE AND SALE AGREEMENTS

2-200	Mass Dept of Public Health Property Transfer Lead Paint Notification
2-205	Lead Paint Rider (REBA No 9A)
2-210	Condominium Rider to Purchase and Sale Agreement (REBA No 21A)
2-215	Septic System Inspection Rider (the 'Basic Agreement') (REBA No 21B)
2-220	Alternative Dispute Resolution Rider (REBA No 21C)
2-225	Use and Occupancy Agreement - Pre-closing - by Buyer
2-230	Use and Occupancy Agreement - Post-closing - by Seller
2-235	Addendum for Short Sale
2-240	Addendum for Sale of other Property by Buyer
2-245	Addendum for Sellers Continued Marketing of Property
2-250	Termination of Purchase and Sale Agreement

DEEDS

2-300	Deed - Quitclaim
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2-305	Deed - Warranty
2-310	Deed - Confirmatory (Correction Deed)
2-315	Deed - by Executor, Administrator or other Fiduciary
2-320	Deed in Lieu of Foreclosure
2-322	Foreclosure Deed (REBA No 24)
2-325	Condominium Master Deed
2-330	Condominium Unit Deed
2-335	Residential Condominium Unit Deed (REBA No 22)

BILLS OF SALE

2-400	Bill of Sale - Broad Form
2-405	Bill of Sale - Specific Items
2-410	Assignment of Warranties and Service Contracts

ESCROW

2-500	Escrow Agreement for Simple Issues
2-502	Escrow Agreement (REBA No 33)
2-505	Agreement for Delivery of Deed in Escrow
2-510	Escrow Agreement - Title 5 Compliance - Septic System
2-515	Authorization to Release Escrowed Funds
2-520	Initial Escrow Account Disclosure Statement

EASEMENTS

2-600	Access Easements
2-605	Conservation Easement
2-610	Landscape and View Easement
2-615	Utilities Easement
2-620	Reciprocal Easement

LENDING

FNMA NOTES

3-100	Multistate Fixed Rate Note (FNMA 3200)
3-105	Balloon Fixed Rate Note (FNMA 3260)
3-110	Adjustable Rate Note - ARM 5-2 (FNMA 3502)

OTHER NOTES AND RELATED DOCUMENTS

3-200	Promissory Note - Short Form
3-205	Promissory Note - Commercial Real Estate
3-210	Promissory Note - Amended and Restated
3-215	Promissory Note - Amendment to Note
3-220	Guaranty of Borrower's Obligations

FNMA MORTGAGES AND RIDERS

3-300	Mortgage (FNMA 3022)
3-305	Rider - Adjustable Rate - ARM 5-1 (FNMA 3108)
3-310	Rider - Convertible Adjustable Rate (FNMA 3118)
3-315	Rider - Condominium (FNMA 3140)

- 3-320 Rider - Planned Unit Development (PUD) (FNMA 3150)
- 3-325 Rider - 1-4 Family and Assignment of Rents (FNMA 3170)
- 3-330 Rider - Bi-weekly Payments - Fixed Rate (FNMA 3177)
- 3-335 Addendum - Balloon Note (FNMA 3266)
- 3-340 Rider - Second Home (FNMA 3890)

OTHER MORTGAGES

- 3-400 Mortgage - Statutory Form
- 3-405 Mortgage and Security Agreement
- 3-410 Mortgage, Security Agreement and Assignment

SECURITY AGREEMENTS

- 3-500 Security Agreement
- 3-505 Security Agreement Supplemental to Real Estate Mortgage
- 3-510 Security Agreement - Transfer of Title to Secure Debt

COLLATERAL LENDING FORMS

- 3-600 Pre-Affixation Agreement between Secured Party and Mortgagee
- 3-605 Subordination by Owner or Mortgagee to Security Interest in Fixtures
- 3-610 Assignment of Mortgage
- 3-615 Discharge of Mortgage
- 3-620 Discharge of Mortgage, Assignment of Leases & Rents & UCC Statements
- 3-625 Release Deed
- 3-630 Partial Release of Mortgage
- 3-635 Extension of Mortgage
- 3-640 Subordination Agreement - Second Mortgage to First Mortgage
- 3-642 Subordination of Mortgage (REBA No 12)
- 3-645 Affidavit - Owner Occupancy

UCC FORMS

- 3-700 UCC-1 - UCC Financing Statement
- 3-705 UCC-1Ad - Financing Statement Addendum
- 3-710 UCC-3 - Financing Statement Amendment
- 3-715 UCC-3Ad - Financing Statement Amendment Addendum
- 3-720 UCC-5 - Statement of Claim
- 3-725 UCC-11 - UCC Information Request

HUD-1 FORMS

- 3-800 HUD-1 Settlement Statement
- 3-805 HUD-1 - Borrower Information Only
- 3-810 HUD-1 - Seller Information Only
- 3-815 HUD-1A - Settlement Statement for Transactions without Sellers

TRUTH IN LENDING DOCUMENTS

- 3-900 Truth-In-Lending (Sale) Disclosure Statement
- 3-905 Truth-In-Lending (Loan) Disclosure Statement
- 3-910 Truth-In-Lending Notice of Right to Cancel - General
- 3-915 Truth-In-Lending Notice of Right to Cancel - Refinance
- 3-920 Amount Financed Itemization

DEFAULTS**PRELIMINARY FORECLOSURE FORMS**

- 4-100 Mortgagor's Estoppel Certificate - Deed in Lieu of Foreclosure
- 4-105 Notice - Intent to Foreclose and of 90 day Right to Reinstate
- 4-110 Affidavit - Compliance with MGL c 244 Sec 35A
- 4-115 Notice - Intention to Foreclose
- 4-120 Notice - Intention to Foreclose and of Deficiency
- 4-125 Certificate of Entry (REBA No 23)
- 4-130 Memorandum of Sale
- 4-135 Affidavit - Mortgage Foreclosure - Appraisal and Advertising (Ruebeck)

CONDOMINIUM NOTICES

- 4-200 Notice - Intention to Collect Rents
- 4-205 Notice - Tenant to Pay Rent Directly to Condo Assn
- 4-210 Notice - Intent to Institute Action - 30 day letter
- 4-215 Notice - Delinquency of Unit Owner - 60 day letter

CONSTRUCTION**CONSTRUCTION LENDING**

- 5-100 Multistate Construction Contract (FNMA 3734)

- 5-105 Multistate Construction Loan Agreement (FNMA 3735)

MECHANICS LIENS

- 5-200 Notice of Contract with Owner under MGL c 254 Sec 2
- 5-205 Notice of Contract with Contractor or Subcontractor
- 5-210 Statement of Amount Due under MGL c 254 Sec 8
- 5-215 Notice of Identification by Subcontractor under MGL c 254 Sec 4
- 5-220 Notice of Substantial Completion under MGL c 254 Sec 2A
- 5-225 Notice of Termination under MGL c 254 Sec 2B
- 5-230 Partial Waiver and Subordination of Lien
- 5-235 Notice of Dissolution of Lien under MGL c 254 Sec 10

LEASING**LEASES**

- 6-100 Lease - Residential - Single Family Dwelling
- 6-105 Lease - Residential - Apartment
- 6-110 Lease - Commercial
- 6-115 Lease - Ground Lease
- 6-120 REBA Short Form Office Lease (REBA No 38)
- 6-125 Short Form Office Lease Schedule 1 - Option to Extend (REBA No 38A)
- 6-130 Short Form Office Lease Work Letter (REBA No 38B)

SUBLEASES

- 6-200 Sublease
- 6-205 Assignment by Lessee and Assumption

COLLATERAL LEASING DOCUMENTS

- 6-300 Guaranty of Tenants Obligations
- 6-305 Assignment of Lease
- 6-310 Assignment of Leases and Rents
- 6-315 Recognition and Non-disturbance Agreement between Mortgagee and Tenant
- 6-320 Subordination, Non-disturbance and Attornment Agreement (FNMA 4510SF)
- 6-322 Subordination of Lease (REBA No 13)
- 6-325 Notice of Lease
- 6-330 Affidavit - Compliance with Right of First Refusal
- 6-335 Lead Based Paint Disclosure for Leases

LAND COURT**LAND COURT FORMS**

- 7-100 Civil Cover Sheet
- 7-105 Petition for New Certificate after Death
- 7-110 Petition for Partition
- 7-115 Petition to Amend Certificate of Title
- 7-120 Petition to Amend Certificate of Title by Expunging Mortgage
- 7-125 Petition for Approval of a Plan
- 7-130 Complaint for Voluntary Withdrawal
- 7-135 Notice - Voluntary Withdrawal of Land from Registration System
- 7-140 Motion for General Default

ADDITIONAL LAND COURT PROCEDURAL FORMS

- 7-200 Appointment of Resident Agent in Land Court
- 7-205 Appointment and Report of Guardian Ad Litem
- 7-210 Order - Notice to Attorney General
- 7-215 Order - Notice to Municipality
- 7-220 Reference to Examiner
- 7-225 Attorney's Certificate for Amendatory Mortgages (1-4 Family Residential)

MORTGAGE DISCHARGE**MORTGAGE DISCHARGE FORMS**

- 7-500 Payoff Request Letter (REBA No 40)
- 7-505 Affidavit of Mortgagors in Support of Discharge of Mortgage (REBA No 15C)
- 7-510 Aff of Subsequent Owners in Support of Discharge of Mortgage (REBA No 15D)
- 7-515 Affidavit of Attorney Supporting Discharge by Servicer (REBA No 15E)
- 7-520 Discharge by Note Holder under MGL c 183 Sec 54(c)(B) (REBA No 15F)
- 7-525 Discharge of Mortgage by Attorney's Affidavit (REBA No 15G)
- 7-530 Discharge of Mortgage by Closing Attorney's Affidavit (REBA No 41A)
- 7-535 Payoff Trnsmtl & Notice of Intent to Record Aff of Discharge (REBA No 41B)
- 7-540 Notice to Mortgagee of Intent to Record Aff of Discharge (REBA No 41C)

7-545	Affidavit to Record Unacknowledged or Incomplete Discharge (REBA No 42)
7-550	Demand Letter to Mortgagee, etc, for Discharge Documents, etc (REBA No 43A)
7-555	Aff for Recording Mortgage Servicer Authority Documents (REBA No 43B)
7-560	Aff for Recording Note to Support Discharge by Note Holder (REBA No 43C)
7-565	Aff by Mortgagor Re Discharge by Servicer or Note Holder (REBA No 43D)
7-570	Affidavit to Record Paid note - MGL c 183 Sec 55(h) (REBA No 44)
7-575	Demand Letter to Person Who Rcvd & Failed to Record Discharge (REBA No 45)
7-580	Demand Letter to Mortgagee or Holder for Discharge & Damages (REBA No 46A)
7-585	Demand Letter to Mortgagee for Discharge, Documents & Fees (REBA No 46B)
7-590	Attorney's Affidavit of Discharge - MGL c 183 Sec 55(g)(1) (REBA No 46C)
7-595	Notice of Intention to Record Affidavit of Discharge (REBA No 46D)
7-600	Ntc to Mortgagee of Intent to Rec Aff of Dischrg after Payoff (REBA No 46E)
7-605	Aff of Attorney Re Circumstances of Payoff without Objections (REBA No 46F)
7-610	Demand Letter to Mortgagee or other Holder to Reimburse Fees (REBA No 47)

MISCELLANEOUS

TITLE AND CLOSING AFFIDAVITS

8-100	Affidavit - Names - One and the Same Person
8-105	Affidavit - Discharge of Recorded Mortgage
8-110	Discharge of Attachment
8-115	Certificate of No Unpaid Expenses - Condominium
8-120	Affidavit - Estate Tax - MGL c 65C, Sec 14(a) (REBA No 32)
8-125	Affidavit - FIRPTA - Non-foreign seller - Individual
8-130	Certification by Entity Transferor (REBA No 6)
8-135	Affidavit - Title Insurance
8-137	Affidavit - Title Insurance (REBA No 5)
8-140	Agreement - Smoke Detector Certification (REBA No 7)
8-145	Affidavit - Resolving Title Issues
8-150	Affidavit - No Divorce
8-155	Certificate of Trustee of Non-Testamentary Trust
8-160	Fire Insurance Memorandum
8-165	Notice - Lead Paint

AGREEMENTS

8-200	Agreement - Boundary Lines
8-205	Agreement - Correction of Errors
8-210	Agreement - Condominium Real Estate Taxes
8-215	Agreement - Confidentiality
8-220	Stipulation of Municipal Charges
8-225	Agreement - Real Estate Tax Reapportionment
8-230	Agreement to Subordinate Homestead to Mortgage
8-235	Agreement - Oil and Hazardous Materials Indemnification
8-240	Election of Tenants by the Entirety (REBA No 18)

ATTORNEY CLOSING FORMS

8-300	Closing Attorney Privacy Policy
8-305	Attorney's Certificate of Title
8-310	Attorney's Homeowner's Insurance Memorandum
8-315	Attorney's Opinion Letter - Borrower's and Guarantor's Counsel
8-317	Form of Opinion (REBA No 39)
8-320	Affidavit under MGL c 183 Sec 5B (REBA No 4)
8-325	Aff under MGL c 183 Sec 5B (With Subjoined Attorney's Aff) (REBA No 4A)
8-330	Attorney Cert re Internet-Based Title Information Services (REBA No 56)

ENTITY RESOLUTIONS

8-400	Certificate of Resolutions (For-profit Corporation)
8-405	Certificate of Resolutions (Non-profit Corporation)
8-410	Certificate of Resolutions (LLC)
8-415	Certificate of Resolutions (General Partnership)
8-420	Certificate of Resolutions (Limited Partnership)

OTHER

8-500	Durable Power of Attorney
8-502	Affidavit Regarding Power of Attorney (REBA No 1)
8-504	General Power of Attorney for Representing Seller (REBA No 10)
8-508	Limited Power of Attorney for Representing Seller at Closing (REBA No 11)
8-510	Certification for Use with Form 11 (REBA No 11A)
8-512	Buyer's Limited Power of Attorney (REBA No 28)
8-516	Declaration of Homestead (REBA No 16)
8-518	Declaration of Homestead Elderly or Disabled Person (REBA No 17)
8-520	Release of Declaration of Homestead (REBA No 34)
8-525	Affidavit - Adverse Possession
8-530	Revocable License to Stop Adverse Possession
8-535	App for Certificate Releasing Massachusetts Estate Tax (M-4422)
8-540	Massachusetts Nonresident Decedent Affidavit (M-NRA)
8-545	Certificate Releasing Massachusetts Estate Tax Lien (M-792)
8-550	Authorization to Release Records (Release of Information)