## LAST MINUTE NEWS AND BREAKING DEVELOPMENTS

INTERNET SUPPORT: Cosmi is pleased to announce support for the PC ATTORNEY and its other programs through the Internet. Send mail to: cosmi@core.symnet.net.

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In addition to 700 customizable legal forms listed below, the PC LAW LIBRARY, PROFESSIONAL EDITION, also features:

### >>>>> LIBRARY OF ANNOTATED STATUTES AND LEGAL TUTORIALS

A law library in the home, with the following annotated statutes: STATUTES

Cable TV reform act

Family and medical leave act

Automobile odometer federal law

Child Custody when multiple states involved- Federal Act

Copyright basics- official publication of copyright office

Employment discrimination-- federal act

Fair Credit Reporting Act- Your Credit Bureau Report

Federal Regulations Concerning Advertising Warranties

FTC rules regarding consumer lending

Federal Regulations on Mailorder Sales

Employee Polygraph Protection Act (Lie Detector Test Law)

Civil Relief Act (limits suits against military personnel)

Plant Closing Act- Notification before layoffs

Employer's Obligations under Minimum Wage Law

Employee's Guide to Minimum Wage Law

Federal Computer Crime Law

Uniform Partnership and Uniform Limited Partnership Acts

Taxpayer's Bill of Rights

Commercial Code - Sales

Federal privacy act

Uniform transfers to minors act

War powers act

Federal Regulations Concerning Endorsements in Ads

Federal Freedom of Information Act

Holder in due course rule- creditors reponsibility for claims

Unfair insurance trade practices, sample act

Electronic communications privacy act

Constitution of the United States of America

### **TUTORIALS**

Summary of state living will legislation

Community property states

Contracts that must be in writing (Statute of frauds)

Divorce- residency requirements and reasons for all states

Educational records privacy rights (Buckley Amendment)

Enforcement of divorce/child support arrearages across state lines

Federal Deposit Insurance Commission (FDIC) rules

Basics of federal estate tax law and planning to lessen it

Freedom of information rights under federal law Main

Some advice on finding a good attorney

Liability of parents for children's wrongful actsMain

Marriage- minimum ages, common law marriage, adulthood

Medicare basics

Basic information on patents

"How to avoid probate"

Quick word on real estate closings and title insurance

Right to work without joining union

Social Security Basics

Stock fraud---- BEWARE!!!!!!!

Basic information on trademarks

The tutorial and statutes programs use the same interface as the PC ATTORNEY, so you'll be up and running in no time!

Now, here are the 700 forms:

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#### REAL ESTATE DOCUMENTS

#### REAL ESTATE BROKERAGE DOCUMENTS

Covers creating, terminating and administering real estate brokerage listings.

Exclusive brokerage listing- sale; Exclusive brokerage listing- exchange; Co-brokerage agreement; Nonexclusive brokerage agreement; Brokerage agreement, termination; Agreement to accept note for portion of commission; Extension of time for listing agreement

# PURCHASE, SALE AND CLOSING

Covers purchasing a parcel of real estate (offers to purchase), issues occurring after the contract for sale and purchase is executed (termite inspections), and closings.

Escrow agreement, general; Offer to purchase real estate; Option to purchase; Assignment of contract to sell; Assignment of contract to sell, alternate form; Occupation after closing by seller agreement; Acceptance of offer to purchase real estate; Auction sales agreement for real estate; Buyer's demand for return of deposit; Buyer's notice of defect- inspection; Buyer's notice of defect- survey; Buyer's notice of defect- title; Buyer's notice of defect- termites; Personal residence purchasechecklist; Agreement to close, termites, credit; Affidavit of no liens; Election (demand) for liquidated damages; Affidavit of identity- judgment lien; Buyer's demand for deposit- survey defect; Buyer's demand for deposit- termite; Affidavit of continuous marriage

### **LEASES**

This topic includes commercial and non-commercial leases of real estate.

#### COMMERCIAL LEASE RELATED DOCUMENTS

This topic includes commercial leases of suites, stores and entire buildings.

Commercial lease; suite; Commercial lease, building; Commercial lease, double net lease; Commercial lease, triple net lease; Commercial lease, services; Consent to structural alteration by landlord; Agreement to execute lease and deposit receipt; Lease modification agreement; Notification of holding over; Oil and gas lease; Vacant lotrental for toll parking lot; Vacant lot-rental for parking lot use; Vacant lot-general rental; United States (landlord) general lease form; United States (tenant) general lease form; Lease of department within store; Sublease; Commercial airport lease; Self renewing lease; Memorandum of lease (for recording)

#### NON-COMMERCIAL LEASE DOCUMENTS

This topic includes consumer leases of real estate, such as apartments, homes and trailer lots
Hunting/fishing license/lease; Lease of unfurnished home; Month to month lease; Rental
by the week, furnished/unfurnished; Residential lease, short form; Lease with option to

purchase; Residential lease- cash rent and services; Mobile lot home rental; Application for rental

### ADMINISTRATION OF LEASES AND GENERAL LEASE FORMS

Covers default in leases, changes in leases and terminating leases.

Acceptance of right of first refusal to sell; Building cleaning agreement; Consent to assignment of lease; Consent to sub-lease; Guarantee of rental under lease; Holding over notice; Notice to quit or to pay rent; Lease revision; Rejection of right of first refusal to purchase; Tax assessment contest agreement; Tenant's notice, new landlord; Termination of lease, general form; Sublease; Termination of tenancy at will; Estoppel letter, lease; Tenant property, notice to claim after termination

### GRANTS OF EASEMENT

Provides easements for utilities, ingress and egress and other topics.

Easement for utility power lines; Easement for flood control; Easement for flood channel; Violation of easement notice; Easement for use of dock; Easement for sunlight; Easement for removal of sand and gravel; Easement for the laying of a pipeline; Railroad private crossing easement; Temporary construction easement; Easement-driveway

### MORTGAGES & DEEDS OF TRUST

This topic includes all types of real estate lending, such as mortgages, deeds of trust and trust deeds.

### MORTGAGE COMMITMENTS AND RELEASES

This area includes agreements to make mortgages and satisfaction, release or partial release of mortgages.

Estoppel letter; Loan purpose affidavit; Loan commitment; Mortgage brokerage (non-regulated state); Notice of future advance under mortgage; Satisfaction of mortgage; trust deed; Contribution letter- downpayment

### SELECTED STATE MORTGAGES ALABAMA- LOUISIANA

Provides statutory forms of mortgages, trust deeds and deeds of trust for states falling alphabetically between A and L.

Alabama first mortgage; Alabama second or other junior mortgage; Alaska generic mortgage; Arizona first mortgage; Arizona second or other junior mortgage; Arkansas mortgage; Arkansas second or junior mortgage; California first mortgage; California second or junior mortgage; Colorado mortgage; Colorado second or other junior mortgage; Connecticut first mortgage; Connecticut second or other junior mortgage; Connecticut junior mortgage, alternate form; Delaware first mortgage; Delaware second or other junior mortgage; District of Columbia first mortgage; District of Columbia second or other junior mortgage; Florida first mortgage; Florida second or other junior mortgage; Georgia first mortgage; Georgia second or junior mortgage; Hawaii mortgage; Hawaii second or other junior mortgage; Idaho Deed of Trust; Idaho second or other junior Deed of Trust; Illinois first mortgage; Illinois second or junior mortgage; Iowa mortgage; Iowa second or other junior mortgage; Kansas mortgage; Kentucky mortgage; Louisiana Mortgage; Louisiana second or other junior mortgage

## SELECTED STATE MORTGAGES MAINE-WYOMING

Provides statutory forms of mortgages, trust deeds and deeds of trust for states falling alphabetically between M and W.

Maine first mortgage (single); Maine mortgage (married); Maine second or other junior mortgage (single); Maine second or other junior mortgage (married); Massachusetts mortgage; Massachusetts second or other junior mortgage; Michigan mortgage (single); Michigan mortgage (married); Minnesota mortgage; Missouri mortgage; Missouri second or other junior mortgage; Mississippi mortgage; Montana mortgage; New Hampshire mortgage; New Jersey mortgage (unmarried); New Jersey first mortgage (married); New Mexico mortgage; New York mortgage; New York second or other junior mortgage; North Carolina first mortgage; North Dakota first mortgage; Ohio mortgage (single mortgagor); Ohio mortgage (married mortgagor); Oklahoma mortgage; Oklahoma second or other junior mortgage; Pennsylvania first mortgage; Pennsylvania second or other junior mortgage; Rhode Island mortgage; Rhode Island

second or other junior mortgage; South Carolina mortgage; South Carolina second or other junior mortgage; South Dakota mortgage; South Dakota second or other junior mortgage; Tennessee mortgage; Tennessee second or other junior mortgage; Utah mortgage; Virginia deed of trust; Virginia second or other deed of trust; Washington mortgage; Washington second or other junior mortgage; West Virginia Deed of Trust; West Virginia Second or other junior Deed of Trust; Wisconsin mortgage; Wisconsin second or other junior mortgage; Wyoming first mortgage; Wyoming second or junior mortgage

## **DEED FORMS**

Provides warranty, quit claim and other deeds.

SELECTED STATE DEED FORMS, ALASKA- NEW HAMPSHIRE

Provides statutory forms of warranty deeds and quit claim deeds for states falling alphabetically between A and N.

Alaska Warranty Deed; Alaska Quit-Claim Deed; Connecticut Warranty Deed; Delaware Warranty Deed; Maryland Warranty Deed- Single Person; Maryland Warranty Deed; Maryland Warranty Deed- Married person; Massachusetts Warranty Deed; Michigan Warranty Deed; Mississippi Warranty Deed; Mississippi Quit Claim Deed; Montana Warranty Deed; New Hampshire Warranty Deed; New Hampshire Quit Claim Deed

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SELECTED STATE DEED FORMS, OREGON- WISCONSIN

Provides statutory forms of warranty deeds and quit claim deeds for states falling alphabetically between O and W.

Oklahoma Warranty Deed; Oregon Warranty Deed; Rhode Island Warranty Deed; Rhode Island Quit Claim Deed; Rhode Island Deed- Single Person; Rhode Island Deed- Warranty deed; Rhode Island Warranty Deed- Spousal joiner; South

Carolina Warranty Deed; South Dakota Warranty Deed; South Dakota Certificate of Value; South Dakota Quit Claim Deed; Texas Warranty Deed; Utah Warranty Deed; Utah Quit Claim Deed; Washington Warranty Deed; Washington Quit Claim Deed; Wisconsin Warranty Deed; Wisconsin Quit Claim Deed

# DEED FORMS, GENERAL

Provides uniform deeds and unusual forms of deeds.

Deed of appointment, life estate; Deed of appointment, absolute deed; Uniform Quit Claim Deed; Water rights; Well deed

# CONTRACTING AND REMODELING

Covers both residential and commercial contracting and remodeling.

#### REMODELING

Includes forms for residential remodeling.

Construction contract with the United States; Contracting agreement, small job; Contracting agreement, larger job; Party wall agreement for repair; Agreement to accelerate work

## GENERAL CONTRACTING

Includes various forms for general contracting and completion of structures.

Architect/engineer certificate of default; Bid bond for contract; Certification for partial payment; Construction contract with the United States; Contracting agreement, small job; Contracting agreement, larger job; Change order; Cost plus, straight cost plus; Cost plus, maximum price, savings shared; Cost plus, maximum price, penalty; Cost plus, maximum price, differing percentages; Demand for account statement, mechanic's lien; Draw request; Extension of time to complete; Lien release; Mechanic's lien waiver; Release of mechanic's lien; Road building agreement; Substantial completion certificate; Construction payment bond; Notice of termination of construction; Notice of commencement, alternate form; Notice of commencement; Notice of termination of construction

### PERSONAL AND FAMILY DOCUMENTS

#### ESTATE PLANNING

This area includes wills, living trusts, other trusts and forms related to the administration or assignment of estates.

TRUST FORMS

Includes living trusts, irrevocable and other estate planning related forms.

Charitable trust; Living Trust basic form; Nominee trust; Revocation of living trust basic form; Business Trust; Unitrust charitable declaration; Pour over will; Termination of trust, receipt/discharge; Irrevocable life nsurance trust, funded; Irrevocable life insurance trust, unfunded

#### WILL FORMS

Includes several different types of wills.

Personal inventory worksheet for estate planning; Affidavit of surviving witness as to will; Caveat (demand for notice if estate is filed); Joint and mutual will; Nuncupative will (oral will later reduced to writing); Simple will-- All to spouse; Simple will-- All to spouse, list of property; Simple will-- All to children in equal shares; Simple will-- To children in equal shares, list of property; Simple will-- All to stated individuals in equal shares; Simple will-- All to stated individuals, list of property; Simple will-- All to charity; Pour over will; Revocation of all previous wills; Revocation of wills, intent to remain intestate; Declination to perform as executor; Simple will, 2 beneficiaries, unequal shares; Simple will, 3 beneficiaries, unequal shares; Simple will, 4 beneficiaries, unequal shares; Simple will, 5 beneficiaries, unequal shares; Simple will, 6 beneficiaries, unequal shares; Simple will, 7 beneficiaries, unequal shares; Will, deduction of advancements to heir, children; Will, trust for education of children; Advancement agreement; Will, specific gifts and residue blank; Will, trust for parents; Will, trust for minor children; Will, credit gift to spouse

#### CODICIL FORMS

Includes codicils (amendments to wills) for several different purposes.

Codicil- Revocation of gift; Codicil- New Bequests; Codicil- New Executor; Codicil- Purchase gift; CodicilForgive debts; Codicil- New child; Codicil- New spouse; Codicil- Life estate gift; Codicil; Revival of previously revoked will

### ASSIGNMENT OF INTEREST IN ESTATE

Includes various assignments of interests in inheritances, either through sale or pledging to secure debt.

Assignment of expectancy in estate, absolute; Assignment of expectancy in estate to secured debt; Assignment of partial interest in estate

### MARRIAGE AND DIVORCE DOCUMENTS

Includes pre-marital issues such as permission for minors to marry, pre-marital and pre-divorce agreements.

#### PREMARITAL AND POSTMARITAL FORMS

Forms for pre-marital agreements and pre-divorce agreements.

Non marriage "living together" agreement; Pre-martial agreement; Divorce agreement; Reconciliation agreement

## MARRIAGE PERMISSION, RATIFICATION

Provides permission for children to marry, and ratification of slightly irregular marriages.

Parental consent for minor to marry; Ratification of existing marriage

#### HEALTH CARE FORMS

Covers living wills (death with dignity), powers of attorney for medical purposes.

## LIVING WILL FORMS

This category includes living wills (death with dignity) forms as well as declarations of a desire for continued care even if it will not affect the chance for survival.

Alaska Living Will Form; Alabama Living Will Form; Arizona Living Will Form; California Living Will Form; Colorado Living Will Form; Connecticut Living Will Form; District of Columbia Living Will Form; Florida Living Will Form; Georgia Living Will Form; Hawaii Living Will Form; Idaho Living Will Form; Illinois Living Will Form; Indiana Living Will Form; Iowa Living Will Form; Kansas Living Will Form; Louisiana Living Will Form; Maine Living Will Form; Maryland Living Will Form; Mississippi Living Will Form; Missouri Living Will Form; Montana Living Will Form; Nevada Living Will Form; New Hampshire Living Will Form; New Mexico Living Will Form; North Carolina Living Will Form; Oklahoma Living Will Form; South Carolina Living Will Form; Texas Living Will Form; Uniform Living Will

Form; Virginia Living Will Form; Washington Living Will Form; West Virginia Living Will Form; Wyoming Living Will Form; Continue Care (Reverse Living Will); Revocation of living will

## POWERS OF ATTORNEY- HEALTH CARE FORMS

This category includes powers of attorney for health care.

Health Care Power of Attorney; Revocation of Power of Attorney

### CONSENTS FOR OPERATIONS OR RECORD RELEASE

This category includes consents for various surgical procedures and releases of medical records.

Consent for autopsy; Consent for operation; Consent for operation, next of kin; Medical records release form; Protection of fee from accident (letter of protection)

### POWERS OF ATTORNEY FORMS

This category includes both general and specific powers of attorney, for business and personal services.

Simple Power of Attorney; Durable Power of Attorney; Power of attorney for health care; Internal Revenue Service Power of Attorney; Certification that Power of Attorney remains in effect; Power of attorney to sign checks; Revocation of Power of Attorney; Power of attorney to sell automobile; Power of attorney for minor children; Power of attorney-joint attorneys; "Springing" power of attorney; Nomination of conservator; Power of attorney, inspection of corporate tax records

## CHILDREN AND ADOPTION FORMS

This category provides forms related to the care, custody, education and financial affairs of children.

Adoption of adult; Consent by parent for operation to child; Designation of preference for guardian for minors; Permission for child to go on trip; Ratification of contract made as a minor; Transfer and Receipt- Uniform Transfers to Minors; Power of attorney for minor children; Release of custodian under Uniform Transfers to Minors; Private adoption agreement; Child custody, temporary change; Child custody, permanent change

## CHILD SUPPORT AND ILLEGITIMATE CHILDREN

This category provides forms related to child support payments and collection as well as paternity acknowledgments and denials of paternity.

Child support, temporary reduction; Child support, temporary suspension; Child support, arrearage agreement; Child support agreement- illegitimate child; Paternity dispute, lump payment, denial, pre-natal; Paternity dispute, lump sum payment, denial, after birth; Acknowledgment of paternity, before birth; Acknowledgment of paternity, after birth

### GENERAL PERSONAL FORMS

This category includes miscellaneous forms.

Personal and business legal checkup checklist; Lottery pooling agreement; Exercise of right of recission; General form for affidavits; General form for declarations under penalty of perjury; Ratification of unauthorized signature on check; Stop Payment Order on check; Subscription to charity drive; Notice under Soldiers and Sailors Relief Act

## **INSURANCE FORMS**

This category includes insurance policy claim and coverage forms; and a form to pledge a life insurance policy's cash value to secure a debt.

Insurance claim form-building/personal property; Pledge of life insurance policy to secure debt; Reservation of rights as to coverage of policy; Reservation of rights as to existence of policy; Subrogation agreement; Sworn statement in proof of loss-automobile

# CORPORATION DOCUMENTS

### **MEETINGS**

Includes forms for calling and documenting corporate meetings.

## MEETING MINUTE FORMS

Contains forms for documenting corporate meetings for various purposes.

Corporate meeting minutes, small corporation, annual meeting; Corporate meeting minutes, small corporation, officer changes; Corporate meeting, minutes of board of directors; Corporate meeting, waiver of notice (shareholders/directors); Proxy for director; Proxy for voting of stock at

meeting; Corporate meeting minutes, conflict of interest

#### MEETING NOTICES AND RELATED FORMS

Contains forms for calling meetings as well as proxies and waiver of notice of meetings.

Corporate resolution to borrow from bank; Corporate resolution to open banking relationship; Corporate shares- proxy to vote shares; Corporate resolution, conflict of interests; Corporate resolution, real estate; Report of conflict of interest by director; Revocation of subchapter S election by a shareholder;

Demand for corporate meeting; Notice of corporate meeting

## INTELLECTUAL PROPERTY

Contains forms related to copyrights, patents, computer software and trade secrets. NON-DISCLOSURE FORMS

Contains various types of non-disclosure of confidential information.

Non-disclosure and non-circumvent agreement; Nondisclosure agreement bilateral; Non-disclosure agreement unilateral

### SOFTWARE CONTRACT FORMS

Includes forms for the purchase, maintenance and custom writing computer software.

Custom software writing contract-- buy out; Beta test agreement-- private beta;

Beta test agreement-- public beta; Joint software authors agreement; Manual writing agreement for software; Government software transfer/restriction clause;

Software maintenance contract (third party); Software maintenance agreement (first party); License for original equipment manufacture

#### COMPUTER BULLETIN BOARD FORMS

Includes forms related to running a computer BBS business.

Advertising purchase on BBS; Application/release for GIF (adult) sub-board; Application/release for flame room; Non-disclosure (secrecy) agreement, bilateral; Custom software contract (buy out); Beta test agreement (private beta); Beta test agreement (public beta); Cease and desist letter; Complete employee manual, 9 or fewer employees; Constitution for computer club with BBS; General partnership agreement to operate a BBS; Government license/transfer restriction clause; Joint author's agreement; Joint operation agreement, non profit BBS; Notice concerning viruses-nonliability; Notice concerning viruses-checks performed; Notice concerning program files- non liability; Sale and purchase of BBS business; Sales representative for BBS; Software maintenance agreement (author third party); Software maintenance agreement (same author); Sub-board agreement, promotional consideration; Sub-board agreement, fee for the service; Transfer of accounts between BBS systems; User rules of BBS message echo network; Vendor--insert card agreement

### PATENTS AND TRADE SECRETS

Includes patent sales, licenses, assignments and trade secrets.

Exclusive patent license; Patent License; alternative form; Non-exclusive patent license; License for use of secret process; Employment agreement, technical/managerial employee; Non-disclosure (secrecy) agreement, unilateral; Non-disclosure (secrecy) agreement, bilateral; Non-disclosure and noncircumvention agreement; Patent Assignment

#### SUBCONTRACTING AND SYNDICATION

Includes contracts granting rights to trademarks, articles, comic strips, photographs, etc.

Kiss of death- response to unsolicited offer; Illustration agreement; License to use trademark for product merchandising; Exclusive sale of rights to story/pictures; Packaging design agreement; Syndication of article/comic strip/feature; Royalty statement

## BULK SALE OF CORPORATION FORMS

Includes forms for the bulk sale of a business. Includes all required forms to comply with bulk sale laws, including notices, escrows and transactional items.

Bulk Sale Affidavit; Bulk Sale Notice; Contract for bulk sale; Escrow for bulk sale SHAREHOLDERS

Includes the purchase, sale and pledge of corporate shares. PURCHASE OF SHARE

## **AGREEMENTS**

Includes forms for purchase and options to purchase public and private corporation forms.

Dissent from proposed sale of all assets; Notice to shareholder of proposed sale, of all assets; Stock subscription agreement; Stock purchase agreement, unregistered stock; Stock option, general; Stock option for employees (not tax sheltered); Shareholder's agreement; Stock ownership plan under 1244; Stock ownership under Section 1244-alternative

### TRANSFER AND PLEDGES OF SHARES

Includes forms for sale and pledge for debt of corporate shares.

Allocation, sales price of business; Option to purchase business; Pledge of stock for debt; Stock Option for employees (not tax sheltered); Stock Option (general and not for employees); Stock purchase agreement, unregistered stock; Stock subscription agreement; Notice of request to transfer stock which has been stopped; Notice to transfer agent of stolen or lost securities; Private placement memorandum; Security purchase-declaration of residence

## **EMPLOYMENT**

This category includes employment contracts, contracts for independent contracting and settlement of employment disputes.

## EMPLOYMENT CONTRACT FORMS

This category includes employment contracts and forms for settlement of employment disputes. Employee stock ownership plan, tax advantaged; Fidelity bond- blanket; Fidelity bond-specific employee; Complete employee manual, computer business; Employee release after termination; Non-compete agreement, general; Noncompete agreement for employees; Non-compete agreement for independent contractors; Overseas employment contract; Employment agreement, technical/managerial employee; Employment-temporary lending of employee; Employment application- release of information; Split dollar life insurance contract; Split dollar life insurance note; Job offer agreement; Employee reprimand; Commission advance; Commendation of employee; Counseling documentation

### INDEPENDENT CONTRACT AND SERVICE FORMS

This category contains independent contracting contracts and contracts for performance of services by outside contractors.

Actor's employment contract, non-union; Salvage agreement, fire or other casualty; Book publishing contract; Sales representative for BBS; Independent contracting agreement; Independent contracting disclosure form; Lease of employee

### RADIO BROADCAST FORMS

Includes miscellaneous radio broadcast related forms.

Non-compete agreement for employees; Non-compete agreement for independent contractors; Remote broadcast contract for personal appearance (talent); Trade advertising agreement; Contract engineer agreement for single job; Contract engineer agreement for regular work; FCC Self-inspection form (print out a blank); Bill of sale for broadcasting equipment; Studio use contract; Contest rules; Permission to rebroadcast, non-cable; Contest winner affidavit and release

# LENDING AND BORROWING DOCUMENTS

#### PROMISSORY NOTES

This category includes notes for business, leasing and other uses.

Bank loan agreement; Cognovit (confession of judgment) promissory note; Credit application-release of information; Guarantee agreements, limited, unlimited; Guarantee agreement, alternate form; Non-recourse promissory note; Notice to co-signor (FTC rule); Promissory notes in a series form; Promissory note, demand, installment; lump sum; Assignment of promissory note; Promissory note, limited to profits of business; Promissory note, no interest until default; Promissory note, variable interest rate; Promissory note, Due on sale of collateral; Promissory note, pre-payment penalty; Letter of credit, general SECURED LOANS

This category includes secured loans for both consumer and business debts.

Affidavit of hardship, cooling off period; Bankruptcy proof of claim; Commercial

equipment lease/security agreement; Due on sale rider, mortgage/deed of trust; Factoring of accounts receivable agreement; Lease assignment to secure debt; Pledge of life insurance cash value for debt; Pledge of royalties for debt; Pledge of stock for debt; Stock pledge agreement, another form; Security agreement; Pawnbroker's loan ticket and security agreement; Letter of credit, general; Cross collateralization clause; Estoppel letter, equipment lease; Mortgage upon lease

#### COLLECTION OF DEBTS

This category includes debt collection for both consumer and business debts.

Adjustable rate payment change notice; Assignment of account receivable; Collection agency agreement; Collection notice, first notice; Collection notice, second notice; Collection notice, third/final notice; Default notice- promissory note; Demand for additional collateral; Guarantees- limited, unlimited; Guaranteesalternate form; Affidavit of non-military service; Notice to co-signer of debt (FTC notice); Partial release of judgment lien; Proof of claim affidavit; Repossession, intent to retain property; Repossession, notice of private sale; Repossession, notice of public sale; Repossession, notice of immediate sale; Repossession, return of property; Statement of account request, secured loans; Settlement offer/acceptance debts; Compromise of debt; Notice to account debtor of reassignment of debt; Notice of acceleration of repayment; Assignment of judgment; Settlement of litigation, installment payments; Deed in lieu of foreclosure; Judgment, payment in installments; Reinstatement of mortgage

## PRIORITY OF DEBTS AND RELEASES

This category includes debt subordination agreements.

Agreement to compromise debt; Settlement offer; Subordination agreement, secured debt; Subordination agreement; Subordination by landlord; Substitution of collateral agreement; Discharge of guarantor; Release of collateral

#### **DEBTOR'S RIGHTS**

This category includes rights of the debtor to protect property from seizure and "credit repair."

Declaration of homestead; Revocation of guarantee; Satisfaction of mortgage/deed of trust; Notice of usurious interest rate; Disapproval of credit, other than credit bureau; Request for copy of credit bureau report; Demand for placement of statement on credit bureau

### PARTNERSHIP DOCUMENTS

### GENERAL PARTNERSHIPS

This category includes general partnership agreements for large and small partnerships.

General Partnership; simple; under \$30,000; General Partnership; complex; Investment club partnership; Agreement, Dissolution of General Partnership; Admission of partner to general partnership; Loan agreement to general partner; Agreement for loan from a partner

## LIMITED PARTNERSHIPS

This category includes statements of limited partnerships and various optional clauses in leases.

Limited partnership basic form; Additional term, escrow agent, Limited Partnership;

Additional term, capital contributions, Limited Partnership; Additional term, reserves,

Limited Partnership; Additional term, designation of tax matters partner; Additional term,

devotion of time, Limited Partnership; Additional term, indemnity, Limited Partnership;

Additional term, limited opportunity, Limited Partnership; Additional term, conflicts,

Limited Partnership; Additional term, power of attorney, Limited Partnership; Agreement

to admit new limited partner

# TORTS AND PERSONAL INJURY DOCUMENTS

## RELEASES OF LIABILITY

This category includes general and specific release.

Advance release of liability- ultrahazardous activity; High low verdict at trial agreement; Mary Carter agreement; Mediation of claim prior to suit; Mutual Release of Claims; Release for use of photographs/movies; Structured settlement of tort claims; Unilateral Release of All Claims; Settlement of un-insured motorist claim and trust; Waiver of right to appeal and settlement; Agreement to litigate issue of liability; Worker's compensation-settlement of claim; Worker's compensationpartial settlement of claim; Libel/defamation

release

#### CLAIMS FOR LIABILITY

This category includes claims to the government, utilities and others for personal injuries or property damage.

Demand for retraction, with text; Demand for retraction, no specific text; Federal Tort Claims Act, general claim form; Claim against electric utility for interruption of service; Uninsured Motorist Claim and Trust Agreement; Subrogation agreement; Reservation of rights, punitive damages; First report of injury, worker's compensation

## SALES OF PERSONAL PROPERTY DOCUMENTS

### **COMMERCIAL SALES**

This category includes bills of sale, order and leasing of business property.

Acceptance/inspection of goods; Acknowledge receipt of goods; Auction Agreement; Buyers Pay Premium; Auction Agreement; Commission Paid From Proceeds; Automobile sale- odometer statement (federal law); Automobile bill of sale; Automobile sale power of attorney; Automobile repair estimate; Automobile bailment (borrowing); Automobile consignment sale agreement; Offer to purchase automobile; Business purchase- checklist; Consignment Sales Agreement; Consent to assignment of contract rights; Diskette sale for resale as overlabels; Distributorship agreement; Merchants firm offer; Notice by seller of commencement of performance; Option to purchase business; Purchase order; Salvage agreement, fire or other casualty; Seller's confirmation of order; Seller's agreement to repurchase; Waiver of claim of breach; Warranty disclaimer- business use only; Agreement to defend without waiver of contest indemnity; Sales tax exemption certificate; Replacement warranty- lifetime

#### CONSUMER SALES AND PROTECTION

This category contains forms related to making sales to consumers and rights to cancel or rescind sales during cooling off periods.

Noncommercial bill of sale for used goods; Automobile-lemon car notice; Bailment (Agreement to lend or borrow personal property); Bill of sale for used goods (consumer); Denial of credit notice, credit bureau information; Denial of credit notice, other information; Door to door sales disclosure; Revocation of acceptance of goods; Right of rescission; Overcharge claim; Sellers agreement to repurchase; Notice of usurious interest rate

# SERVICE AND PROFESSIONAL DOCUMENTS

#### PROFESSIONAL SERVICES

This category includes legal and accounting services.

Retainer letter with accountant, overall fee limit; Retainer agreement with attorney, contingent fee; Retainer agreement with attorney, flat fee; Retainer agreement with attorney, hourly fee

### OTHER SERVICES

This category has miscellaneous services, including advertising, sales, delivery publishing, etc. Advertising purchase order; Advertising agency agreement; Aircharter agreement; Banner towing by airplane agreement: Book publishing contract: Business Broker Listing: Boxing management agreement; Cassette/diskette/videotape duplication agreement; Catering agreement; Computer data recovery agreement; Collection agency agreement; Contract for building maintenance; Electric utility installation/maintenance agreement; Fire extinguisher sales/maintenance agreement; Fleet of motor vehicles repair agreement; Furniture lease agreement; House/building moving agreement; Illustrator for book/magazine agreement; Independent Contractor's Agreement; Magazine, free-lance assignment; Manual writing agreement for computer software; Messenger service agreement; Performer at party; Repossession agreement for bank/creditor; Packaging design agreement; Railroad rolling stock lease agreement; Ship bill of lading, federal Carriage of Goods by Sea; Software maintenance agreement (third party); Software maintenance agreement (same author); Stadium advertising agreement; Subscription to credit bureau service; Vending machine agreement; Boat charter agreement; Warehouse notice to remove hazardous goods; Contract- agreement to accelerate work; Agreement for boat broker, Agreement for custom building of boat to plans; Agreement for employee

# leasing.

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