

# ETForms List

## AGENTS & OFFICERS

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
AUTH REP AUTH LTR	Letter of Authorization for authorized rep. provided to third parties with whom authorized rep will be in contact in re certain trust affairs.
AUTH REP INTRO LTR	Letter of Introduction introducing authorized rep to third parties with whom authorized rep will be in contact in re certain trust affairs.
AUTH REP CONTRACT	Contract between trust and authorized rep setting forth terms and conditions of the position.
CERT OF POWER OF ATTY	Some parties may demand proof that a power of attorney is still in effect. This provides this proof. This form may be requested when an older power of attorney is being used.
GENERIC RESIGNATION	Generic form used by any officer other than a trustee with which to tender resignation.
LTD POWER OF ATTY	Limited power of attorney authorizing third-party to act on behalf of trust.
LTR OF ACCEPTANCE	Letter of acceptance of appointment to certain position in trust. Executed by appointee to whatever position.
NOTC OF RESIGN	Notice of resignation given to third parties notifying them that certain officer is no longer part of trust.
OFFICER APPT	Appointment to position in trust.
POWER OF ATTY AND DEC OF REP	This is a power of attorney for another person to appear or transact business with the IRS on behalf of another person.
REVOKE POWER OF ATTY	This form can be used to revoke any type of power of attorney. This simple form contains all it takes to revoke a power of attorney.
SPECIAL POWER OF ATTY	Additional term, power of attorney, limited partnership - This form is used for granting a power of attorney for aspects of a partnership. This is an add on to the basic form.
TRUSTEE RESIGNATION	This is a standard form used by trustees to resign from the trust on which they serve.

## AGREEMENTS

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
ACKNOWLEDGMENT OF MODIFIED TERMS	This form is used in response to changes in a contract.
ANNUITY	An annuity agreement issued by anyone other than an insurance company.
ASSGNMT OF CONTRACT	An assignment of a party's right, title and interest in a certain contract. Can be used with any contract which the assigning party is the beneficiary.
BETA TEST AGRMT - PRIVATE	This agreement provides for a person to act as a private (secret) beta site for a program. It includes liability limits since the program is a test, and options for other issues like free copies, access to the site to for the programmer.
BETA TEST AGRMT - PUBLIC	This agreement is useful when an open beta test is made. It has many options including liability limitations, cooperation and other issues.

# ETForms List

BREACH CONTRACT NOTC	Standard notice given to a party who is in breach of the contract they agreed to.
JOINT AUTHORS	Any joint author of a work can license the work's reproduction, subject to sharing of the compensation. This agreement provides a more formal framework and insures input from all parties.
NONCIRCUMVENT AGRMT	This form combines a nondisclosure with a non-circumvent. A non-circumvent is an agreement by which a person agrees that if they do a transaction that they will not circumvent, or "go around," the other party.
NONDISCLOSURE AGRMT	Use this form if two parties will both disclose confidential information to one another.
NONDISCLOSURE AGRMT 2	This is an agreement in which one party only discloses confidential information to another party, who agrees not to disclose this information.
NOTC OF RESCISION	This is a notice given to a party within 72 hours, notifying them of the party's rescision of the contract or terms.
RIGHT OF RESCISSION	Right of rescission - In many consumer sales situations, such as door to door sales, there is a right to rescind (cancel) the transaction within a certain period of time, usually 3 days. This form is used to cancel the transaction.
SOFTWARE PRODUCTION AGRMT	Under this agreement, the parties provide that the computer program and source code to the program will be absolutely owned by the party who commissions the work.
SYNDICATION AGRMT	This agreement provides for a complete agreement between a column, article or feature writer and a syndicate, including merchandising and other issues.
TELECOMMUNICATIONS SERVICE AGRMT	A BBS may offer to provide support access in exchange for being advertised within the product. This form provides for this type of arrangement and quite importantly for how to unwind it.

## BANKING

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
ASSGNMT OF BANK ACCOUNT	This form assigns a bank account and all deposits in it over to the trust for value received and also serves as notice to the bank to act on the assignment accordingly.
BAD CHECK NOTC	Notice given to a payor that the check tendered for payment was for insufficient funds, and request for repayment in good funds.
CANCELLATION OF STOP-PAYMENT ORDER	Written instructions to a bank to cancel a previous stop-payment order on a check or other instrument.
DISHONORED CHECK	Written instructions to a bank to deposit a previously dishonored check and provide notification when check clears.
IRS FORM SS-4	This form is to be filled and submitted to the Internal Revenue Service for issuance of an Employer Identification Number for banking purposes.
NEGOTIABLE DRAFT	Standard form of negotiable time draft (US Dollars). Standard form of draft payable a specific number of days after sight.
NEGOTIABLE DRAFT 2	Standard form of draft, payable on specific day. Standard form of negotiable sight draft, to be paid on a specific date.

# ETForms List

NEGOTIABLE SIGHT DRAFT	Standard form of negotiable sight draft (US Dollars). An agreement to pay money at "sight" (which means upon presentation) of the following format: the drawer, the person who completes the draft, and signs the draft. The drawer must pay the draft in the event that the drawee does not accept (sign and then pay) the draft. This is a standard form of negotiable sight draft, for payment in US dollars. Use the foreign bill of exchange for amounts to be paid in foreign currency.
NONNEGOTIABLE SIGHT DRAFT	Standard form of sight draft (US dollars). Standard form of sight draft. Differs from Negotiable Sight Draft (above) since it is nonnegotiable.
NOTC TO STOP CHARGE	Notice given to a credit card company to stop a charge in a recent credit transaction for specified reasons.
STOP PAYMT	This is a form for stopping payment on a check.
TRADE ACCEPTANCE	Trade acceptance. A draft which is used in the case of some sales of goods on the wholesale level.

## BUSINESS

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
articles_inc	This folder contains articles of incorporation for all 50 states. Articles of Incorporation are required in order to charter a corporation in a state. Consult the particular Secretary of State's office for details regarding fictitious firm names, filing procedure and fees.
articles_llc	This folder contains articles of organization of a limited liability companies for all states which provide for such entities. Articles of Organization are required to form a limited liability company in a state. Consult the particular Secretary of State's office for details regarding fictitious firm names, filing procedure and fees.
articles_npc	This folder contains articles of incorporation of nonprofit corporations for all 50 states. Articles of Incorporation are required in order to charter a not-for-profit corporation in a state. Consult the particular Secretary of State's office for details regarding fictitious firm names, filing procedure and fees.
bankruptcy	This folder contains all forms necessary to file bankruptcy either in business or personal. You will need to consult the court of the district in which you intend to file for information regarding procedure, fees, etc.
ADDENDUM TO LTD PARTNERSHIP AGRMT	Additional term, escrow agent, limited partnership. This provides for the contributions to be held in escrow pending the formation of the limited partnership. This is an add on to basic form.
ADDENDUM TO LTD PARTNERSHIP AGRMT 2	Additional term, reserves, limited partnership. This provides for the creation of reserves for the partnership. This is an add on to the basic form.

# ETForms List

ADDENDUM TO LTD PARTNERSHIP AGRMT 3	Common law often imposes an obligation on partners to devote their full attention to the affairs of the partnership. However this may not be possible in many cases. This form provides for specific notice that the partner will not be devoting all of their time to the partnership. This is an add on to the basic form.
ADDENDUM TO LTD PARTNERSHIP AGRMT 4	Additional term, indemnity, limited partnership. This commonly used clause provides that a partner will be protected by the partnership if claims are made against the partner related to their work for the partnership.
ADDENDUM TO LTD PARTNERSHIP AGRMT 5	Additional term, limited opportunity, limited partnership - This form is used to respond to the "corporate opportunity" type argument in which partners and others related to management of a business entity may have an obligation to refer business opportunities to entities with which they are affiliated. This is an add on to the basic form.
ADDENDUM TO LTD PARTNERSHIP AGRMT 6	This form is used for the waiver and disclosure of business or professional conflicts of interest. Often attorneys or accountants are brought into partnerships in exchange for work that they will perform. This however places them in a possible conflict situation. This form is used to warn of this issue. This is an add on to the basic form.
ADDL CAPITAL CONTRIBUTIONS	Additional term, capital contributions, limited partnership. This form provides for possible additional capital contributions to be made by the limited partners. This is an add on to the basic form.
AUTH FOR RELEASE OF INFO	This agreement permits an employer to obtain information regarding an applicant for a job including credit and other personal information.
COVENANT NOT TO COMPETE	This is a non-compete agreement which can be used with all types of transactions including those related to sales of businesses and litigation. This type of agreement can be limited by local law- consult with an expert, as always.
DESIGNATION OF TAX MATTERS PARTNER	Additional term, designation of tax matters partner. IRS regulations require that a tax matters partner be appointed by limited partnerships. This form, an add on to the basic form provides for this to be done.
DISSOLUTION OF PARTNERSHIP	Agreement, dissolution of general partnership. Comprehensive agreement to terminate a partnership. This agreement is used to bring an end to a partnership in an orderly fashion. Includes necessary clauses for unwinding of a partnership.
EMPLOYEE LENDING AGRMT	Under this agreement, an employee is lent to another company. This form explicitly deals with issues such as worker's compensation responsibility.
EMPLOYEE STOCK OPTION	This form prepares a stock option for employees of a business. It has NO tax sheltering aspects at all and is appropriate for use ONLY after tax advice.
GEN PARTNERSHIP AGRMT	General partnership, simple, under \$30,000. Useful only for small capitalization partnerships. (For below \$30,000 in capital)

# ETForms List

GEN PARTNERSHIP AGRMT 2	General partnership, complex. This form can be used for a large capitalization partnership. Clauses related to the business of the partnership may need to be added if there are regulatory issues related to the business of the partnership.
INTERN AGRMT	Agreement for an internship for academic credit. Contains clauses defining the relationship.
JOB OFFER	A letter formally offering employment in a specific position, and requesting the potential employee to formally accept within a certain time frame. This letter is designed to make a formal job offer.
LTD PARTNERSHIP AGRMT	This is a short form limited partnership. This may be used for a basic form of limited partnership.
MGR EMPLOYMENT CONTRACT	This form is used for employment of management employees or those in technical fields. Covers such issues as employee inventions.
NOTC OF DISMISSAL	Notice given to an employee of their dismissal from employment.
NOTC OF FICTITIOUS FIRMNAME	This is a generic form for the registration of a fictitious name which is required for a person or firm to conduct business under a "trade name", "d/b/a" or fictitious name. In some cases there may be additional local requirements.
NOTC OF TERM OF BUSINESS	In those areas which require such notice, prepares a notice of termination of use of a trade name ("d/b/a") or fictitious name.
PROOF OF CLAIM	Bankruptcy proof of claim. This is a long form bankruptcy proof of claim. May be used by any claimant for any type of claim.
RECEIPT FOR MANUAL	Receipt for delivery of employment manual by employee.
SHAREHOLDERS AGRMT	This provides a framework for governing the relationship between shareholders in a small corporation, including buy/sell, pledge of the stock and a mechanism for resolution of deadlocks and other problems which occur in closely held corporations.

## BUYING & SELLING

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
AGRMT FOR BULK SALE	This is an agreement for the sale of a business subject to the bulk sales law.
ASSET PURCHASE AGRMT	Agreement to purchase assets by trust. Assets to be purchased from trustee in individual capacity.
ATF4473 FORM ATTACHMT	Alcohol Tobacco & Firearms form for corporate, etc., purchases - Form to accompany ATF 4473 when the purchaser is a corporation, partnership etc. Statement by business entity as to use and possession of firearm(s) involved in over-the-counter transaction
ATF FORM 4473	ATF form 4473 (Over the counter sale of guns). This is the official ATF form for the purchase of guns. This prepares a blank form only and must be filled in by hand. This is a federal legal requirement.

# ETForms List

AUTO BILL OF SALE	Automobile bill of sale - This is a bill of sale for an automobile. Covers issues such as guarantees (or lack thereof). Prepares a bill of sale for an automobile.
AUTO LEMONLAW NOTC	This is a notice used to start the "lemon car" procedure of the states that have lemon laws. This form may be used to notify a dealer and manufacturer of your intention to invoke the lemon law.
AUTO POWER OF ATTY	This form provides that another person may execute various documents related to the sale of a motor vehicle. Often used by dealers to speed along the process as to sales of trade-ins.
BILL OF SALE	Bill of sale of property of whatever kind. Seller is trustee in individual capacity. Buyer is trust. Transaction completed by authorized representative on behalf of trust.
BILL OF SALE 2	Bill of sale for used goods (consumer) - This form is designed to prevent the numerous disputes that persons get into when they sell used goods. Under the law if a consumer sells something few, if any warranties other than the person has the right to sell the items. This form prevents and settles disputes.
BULK SALE AFFT	In those states in which the UCC on bulk sales still applies, it is necessary for the seller to provide information concerning debts owed. This affidavit tracks the bulk sales law and provides the needed information.
BULK SALE NOTC	In states in which the UCC still applies, bulk sales often have to be advertised. This form tracks the advertising provisions of the Bulk Sales law.
CONSIGNMT SALES AGRMT	Automobile consignment sale agreement - This form provides for the consignment of a vehicle to a seller on a consignment basis.
DISTRIBUTORSHIP AGRMT	Distributorship agreement - Agreement to create a manufacturer- dealer agreement. Includes exclusive and non-exclusive agreements.
EXERCISE OF OPTION	This form is used when a party holding an option to purchase wishes to exercise the option and invoke the rights associated with it.
FIRM OFFER	Merchant's firm offer. Under the UCC, whether or not consideration is provided, between merchants a price quote can be enforced for a period up to 90 days. This form provides a firm offer and allows the period of time when the offer is good to be stated in case a period of less than 90 days is desired.
NOTC OF PRIVATE SALE OF COLLATERAL	Notice given to debtor by secured party that collateral will be sold privately on a set date and time, and that debtor will be liable for any unpaid balance.
NOTC OF PUBLIC SALE OF COLLATERAL	Notice given to debtor by secured party that collateral will be sold at public auction on a set date and time, and that debtor will be liable for any unpaid balance.
ODOMETER MILEAGE STATEMENT	Federal laws require that when automobiles are sold that the mileage be stated. This form is used to obtain a disclosure of the reading on the odometer and whether the reading is as shown, as a result of a new odometer being installed, or over the 100,000 miles or other rollover point.

# ETForms List

OFFER TO PURCHASE AUTO	Like a real estate deal, a person can submit a formal offer to the owner of a car for the purchase of the car. Upon signature this becomes a binding agreement for the sale and purchase. Prepares a comprehensive offer to purchase a vehicle.
OPTION TO PURCHASE BUSINESS	Option to purchase business provides a period of time for a person to elect whether or not to purchase a business. Several different types of options may be created including options which do or do not credit the amount of the option fee to the purchase price
PURCHASE ORDER	A comprehensive type of purchase order which sets forth the terms of the order.
REVOKE ACCEPTED GOODS	Under the UCC, although you have taken delivery and "accepted" goods, it is possible to revoke the acceptance for proper reasons. This form is used to revoke acceptance.
SALES AND USE TAX EXEMPTION CERT	Sales and use tax exemption certificate - This form certifies that a party is buying goods for resale, and is exempt from paying sales tax on this purchase.
SELLERS AGRMT TO REPURCHASE	Unlike a consignment, this is an agreement by the seller to repurchase all or a part of goods which it has sold. Under this agreement title does pass to the goods, but the seller will take some or all of the goods back for whatever reasons the parties have agreed upon.

## COURT ACTIONS

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
amjur2d_pleadingandpractice_APPEARANCE	This file contains all templates for making an appearance in an action, specifically Special Appearances to object to personal jurisdiction.
amjur2d_pleadingandpractice_DISMISSAL	This file contains all templates for dismissal of an action, including the order for dismissal which you will need to submit to the judge for ratification.
amjur2d_pleadingandpractice_MOTIONS	This file contains all templates for moving a court to take specified action, including countering motions filed, etc.
amjur2d_pleadingandpractice_TRUSTS	This file contains all templates pertaining court actions involving trusts, including petitions for declaratory judgment, and actions by beneficiaries, etc.
APPEAL1	Notice of Appeal to a Court of Appeals From a Judgment or Order of a District Court.
APPEAL2	Notice of Appeal to a Court of Appeals From a Judgment or Order of the Tax Court.
APPEAL3	Petition for Review of Order of an Agency, Board, Commission or Officer.
APPEAL4	Affidavit to Accompany Motion for Leave to Appeal in Forma Pauperis.
APPEAL5	Notice of Appeal to a Court of Appeals from a Judgment or Order of a District Court or a Bankruptcy Appellate Panel.
CIVIL1	Summons.
CIVIL1A	Notice of Lawsuit and Request for Waiver of Service of Summons.
CIVIL1B	Waiver of Service of Summons.
CIVIL2	Allegation of Jurisdiction.

# ETForms List

CIVIL3	Complaint on a Promissory Note.
CIVIL4	Complaint on an Account.
CIVIL5	Complaint for Goods Sold and Delivered.
CIVIL6	Complaint for Money Lent.
CIVIL7	Complaint for Money Paid by Mistake.
CIVIL8	Complaint for Money Had and Received.
CIVIL9	Complaint for Negligence.
CIVIL10	Complaint for Negligence Where Plaintiff is Unable to Determine Definitely Whether the Person Responsible is C. D. or E. F. or Whether Both are Responsible and Where his Evidence may Justify a Finding of Willfulness or of Recklessness or of Negligence.
CIVIL11	Complaint for Conversion.
CIVIL12	Complaint for Specific Performance of Contract to Convey Land.
CIVIL13	Complaint on Claim for Debt and to Set Aside Fraudulent Conveyance Under Rule 18(b).
CIVIL14	Complaint for Negligence Under Federal Employer's Liability Act.
CIVIL15	Complaint for Infringement of Patent.
CIVIL16	Complaint for Infringement of Copyright and Unfair Competition.
CIVIL17	Complaint for Infringement of Copyright and Unfair Competition.
CIVIL19	Motion to Dismiss, Presenting Defenses of Failure to State a Claim, of Lack of Service of Process, of Improper Venue, and of Lack of Jurisdiction Under Rule 12(b).
CIVIL20	Answer Presenting Defenses Under Rule 12(b).
CIVIL21	Answer to Complaint Set Forth in Form 8, With Counterclaim for Interpleader.
CIVIL22A	Summons and Complaint Against Third-party Defendant.
CIVIL22B	Motion to Bring in Third-party Defendant.
CIVIL23	Motion to Intervene as a Defendant Under Rule 24.
CIVIL24	Request for Production of Documents, etc., Under Rule 34.
CIVIL25	Request for Admission Under Rule 36.
CIVIL26	Allegation of Reason for Omitting Party.
CIVIL28	Notice: Condemnation.
CIVIL29	Complaint: Condemnation.
CIVIL30	Suggestion of Death Upon the Record Under Rule 25(a)(1).
CIVIL31	Judgment on Jury Verdict.
CIVIL32	Judgment on Decision by the Court.
CIVIL33	Notice of Availability of a Magistrate Judge to Exercise Jurisdiction and Appeal Option.
CIVIL34A	Order of Reference.
CIVIL35	Report of Parties' Planning Meeting.

## CREDIT & COLLECTIONS

<i>File Name:</i>	<i>Form Description:</i>
1st COLLECTION NOTC	We provide first, second and final collection notices. Here is an example of the first notice, a polite reminder that a bill is overdue.



# ETForms List

AGRMT TO COMPROMISE DEBT	This is an offer to pay a disputed debt in part, and upon execution becomes a new contract replacing (novating) the original agreement. This form is used if there is no disagreement as to a billing, but a reduced amount is being paid in exchange for immediate payment.
COLLECTION AGRMT	Collection agency agreement. Agreement between a creditor and an agency for a "contingent" fee attempt to collect from the debtor.
DEMAND FOR DISCLOSURE	Disapproval of credit, other than by credit bureau. A demand for disclosure of credit information from an entity other than a credit bureau.
DISPUTE ERRONEOUS ENTRY	Demand for placement of statement in credit bureau report. A demand for a consumer who is dissatisfied with the results of a credit bureau's investigation as to a complaint made by the consumer, for the inclusion of this statement in the report.
NOTC OF DEFAULT BY ASSIGNEE	Notice given to the obligor (debtor) of a debt owed to assignee. Given when all attempts to effect payment have failed.
NOTC OF DEFAULT ON NOTE	Default notice- promissory note. This may be used in the event that the owner of a note wants to give formal notice to the maker of the note that it is in default. Under most notes this is not required, but this form can be used for its psychological effect.
NOTC OF UNPAID INVOICE	Notice given to a customer detailing payments now due.
PRESENTMT BY MAIL	Presentment made to a party demanding payment of a debt or instrument.
REQUEST CREDIT REPORT	Request for copy of credit bureau report. This form letter requests the disclosure of all information in a Credit Bureau report to you or your personal representative.
SETTLEMT OFFER	Settlement offer/acceptance debts. This form is used for a debtor to offer a reduced sum to a creditor. Provides for acceptance on the same form. This letter is used if you have received a bill and disagree with its amount, but want to settle the dispute with an offer of partial payment. Once accepted, it becomes a binding compromise.
STATEMT OF ACCOUNT REQUEST	Statement of account request, secured loans. Pursuant to the Uniform Commercial Code, this form is used to allow the debtor to request a statement as to the collateral currently pledged to the secured party. Pursuant to the UCC the secured party must do so in most cases, or be held responsible for any losses.

## INTELLECTUAL PROPERTY

<i>File Name:</i>	<i>Form Description:</i>
patents	This folder contains all the forms you will need regarding filing patents in the US Dept. or Commerce, Patent and Trademark Office. You will need to consult this office for information regarding the particular forms you must execute to achieve your desired results.
ASGNMT OF PATENT	This form provides for an outright assignment of an issued patent.

# ETForms List

ASSGNMT OF TRADEMARK	This form provides for an outright assignment of a trademark to a buyer.
ASSNGMT OF COPYRIGHT	This form provides for an outright assignment of a copyrighted work to a buyer.
FORMCA	This form will place correct or complete facts on record when earlier, completed registration in the Copyright Office was incorrect or incomplete.
FORMGATC	Use if extra space is needed on Form GATT or Form GATT/GRP.
FORMGATG	To register copyright claims in a group of related works (between two and ten), in which US copyright was restored under the 1994 Uruguay Round Agreements Act (URAA). Claims can be made from any source country, other than the US, eligible under the URAA.
FORMGATT	To register copyright claim in which US Copyright was restored under the 1994 Uruguay Round Agreements Act (URAA). Appropriate for single work or series of works published under a single title during the same calendar year. Author must be the same for any and all works.
FORMGDN	To register a daily newspaper with the US Copyright Office.
FORMGRCP	For a group of works that qualify for a single registration under section 408(c)(2). Used ONLY in conjunction with Form TX, Form PA, or Form VA.
FORMMW	For claiming copyright protection in a mask work which is fixed in a semiconductor chip product. "Mask work" is defined as a series of related images representing layers of a semiconductor.
FORMMWC	Should be used if extra space is needed to complete information appearing on Form MW.
FORMPAI	For registering published or unpublished works of the performing arts, INCLUDING; musical works, dramatic works, pantomimed and choreographic works, and motion picture or other audiovisual works.
FORMREA	This form must be completed when renewal registration for work was not completed during the first 28-year term of copyright, or, if work was originally published between January 1, 1964 and December 31, 1977 and was not registered during it's first 28-year term.
FORMREC	Used ONLY in conjunction with basic Form RE when more space is needed to complete information.
FORMREI	To register for a renewal claim of a work.
FORMSEG	Used in registering a collective group of new works published as a series. All issues must have been published in the same calendar year by the same author(s).
FORMSEI	To register each individual issue of a collection of works issued as a series. Must use separate form for each individual issue. Mostly used for periodicals, journals, etc.
FORMSES	Use in registering a new collective work by a citizen of the US if the collective work was first published in the US. Otherwise, use Form SE or Form SE/GROUP.
FORMSRI	To use when registering sound recordings, except soundtracks of audiovisual works.

# ETForms List

FORMTXI	Use with all new published or unpublished nondramatic literary works, EXCLUDING periodicals or serial issues, which require Form SE, Short Form SE, or Form SE/GROUP.
FORMTXS	Use with all new published or unpublished nondramatic literary works, INCLUDING periodicals or serial issues, and computer programs IF you are the only author.
FORMVAI	For copyright registration of published or unpublished works of the visual arts.
FORMVAS	For copyright registration of new published or unpublished pictorial, graphic, and sculptural works if you are the only author.
NAME USE GRANT	Grant of license to a party to use a tradename or other copyrighted name for a period of time.
PATENT LICENSE	An alternative to the assignment of patent listed above, provides a different selection of clauses.

## INTEREST-HOLDERS

<i>File Name:</i>	<i>Form Description:</i>
CAPITAL CERTIFICATE	Certificate of capital interest provided to investors/exchangers who exchange property into the trust evidencing their interest in a certain proportional share of profits or property at the termination of the trust.
PROPOSAL TO EXCHANGE PROPERTY	Proposal to exchange property into to trust in exchange for capital interest.
TRUST CERTIFICATE	Certificate of beneficial interest provided to beneficiaries evidencing their beneficial interest in the profits and property during the life and at the termination of the trust.

## LEASES & TENANCIES

<i>File Name:</i>	<i>Form Description:</i>
COMMERCIAL LEASE	A short form lease, providing for the repairs and taxes to be paid by the tenant.
COMMERCIAL PROPERTY LEASE	Provides for the tenant to pay all expenses related to the property.
CONSENT TO ASSIGNMENT OF LEASE	In the sale of a business or other transactions, the purchaser needs to assign their lease to the purchaser of the business. In this instance, the lease usually provide that the landlord must consent to the assignment, which this form provides.
GUARANTEE OF LEASE	In many commercial uses, the tenant is a corporation and does not have any significant assets. In this case, the landlord may want to get a personal guarantee from the shareholders or officers of the corporation.
LEASE AGRMNT - SUITE	A form of commercial lease which can be used for renting of a suite - utilities are provided by the owner.
LEASE EXTENSION	Provides an extension on an existing lease.
LEASE OF MOBILE HOME LOT	A standard lease agreement for a mobile home lot.
LEASE WITH OPTION TO PURCHASE	This agreement provides for a lease with an option for the renter to purchase the property.

# ETForms List

LICENSE AGRMT TO OPERATE CONCESSION	Provides for a stated area within a department store to be given to a merchant. Customary for certain types of merchandise such as jewelry or shoes in some chains of department stores.
MONTH TO MONTH LEASE	This agreement provides for a lease on a month to month basis, which means that the lease is effective until either party cancels it with a month notice.
MOTOR VEHICLE PROPERTY LEASE	This agreement provides for a lease of a motor vehicle.
NOTC OF RENT CHANGE	Notice given to a tenant of a rent increase.
NOTC TO ACCNT DEBTOR OF ASGNMT	If a building has been sold then the tenant needs to be notified that their rental should be paid to the new owner. This form provides such a notice.
NOTC TO QUIT OR PAY RENT	Before a tenant can be evicted, they must be given a notice to quit (leave) or to pay rent. This is a notice which follows the statutory guidelines. Virtually all state laws require that before eviction the tenant be given a formal notice to pay or to leave.
NOTC TO VACATE	This is an optional notice which informs a tenant that they are to vacate the premises within a certain time frame.
PROPOSAL TO LEASE EQUIPMENT	Provides for a formal proposal to lease of office equipment but may be modified for any equipment.
RESIDENTIAL LEASE	This is a short form lease; this means that the terms which are not set out in full are governed by state law.
SUBLEASE	Provides for a lease agreement under an existing lease to be consented by the landlord, but subleased by the tenant.
TERMINATION OF LEASE OBLIGATION	A lease may be terminated by agreement of the parties through a buy out or other type of arrangement. This form provides for a termination of the lease.
UNFURNISHED HOUSE LEASE	This form can be used for a lease of an unfurnished home. It provides for the major contingencies involved in the lease.

## LENDING & BORROWING

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
1st MORTGAGE	This form is a statutory or generic first mortgage which follows the normal practice in Illinois.
2d MORTGAGE	This form is a statutory or generic second or other junior mortgage which follows the normal practice in Illinois.
AGGREGATE BOND	This form is a bond used to secure the indebtedness of the principal of the aggregate sum of monies advanced to the trust over a period of time.
AUTO BAILMENT AGRMT	Automobile bailment (borrowing) - This agreement covers the borrowing of an automobile. This form should be used when someone borrows a car for an extended period. Covers issues such as repairs and maintenance.
BANK LOAN AGRMT	This is a template for a bank loan agreement. Contains most of the typical clauses which banks use in large loans.
BASIC BOND	This form is a bond that secures the indebtedness of the principal in lawful money of the United States.
CONTRACT SURETY BOND	A contract surety bond that secures the performance of the principal in an existing contract between principal and obligee, assured by the surety.

# ETForms List

DEMAND ON GUARANTOR	A demand for payment made on the guarantor of a debt upon a debtor's default.
DEMAND TO PAY NOTE	Demand made on the maker of a promissory note who is in default.
ESTOPPEL LTR	When a person purchases a property subject to a mortgage or is going to pay a mortgage or other lien at the time of a sale it is required to know the balance of the loan so that the proper amount can be withheld or credited. An estoppel letter is a formal commitment and legally enforceable statement on the limits of the loan.
FTC NOTICE	In consumer transactions the FTC requires that a notice be given to a person who is cosigning the note that they will have to pay the note if the primary debtor does not. This is not a bad idea in non-consumer transactions to make it clear that the cosigner may be forced to pay if the signer defaults.
GUARANTEE AGRMT	This is a longer form for a guarantee.
INDEMNITY BOND	This form is a bond that provides for a principal indemnifying the obligee of all risks and liability contingent upon a certain event.
LEASE IN SECURITY AGRMT	Commercial equipment lease/security agreement. This is a form of "lease" which is actually a security agreement or loan, but may be used for tax advantages.
LOAN COMMITMT	In many different circumstances a borrower will need a formal loan commitment. These include home purchasing, business purchases and other similar situations. This form provides for the lender to make a formal commitment as to the terms of a loan to be made.
LTR OF CONTRIBUTION	This form creates a "letter of contribution" which can be used to give to bank officers or others during qualifying for a mortgage.
NONNEGOTIABLE NOTE	Unsecured promissory note, limited to profits of business. This note is useful in obtaining financing in a business. It provides that a loan is made to the corporation; however, repayment is only from profits of the business. Often used as a substitute for stocks and other securities.
NONRECOURSE NOTE	This note establishes a legal obligation, but does not make the person who signs the note liable except for any collateral which was pledged.
NOTC OF FUTURE ADVANCE	Mortgages can provide that a certain amount has been disbursed to the borrower, but that further monies can be disbursed to the borrower in the future. In this case, the mortgage's priority is set by the original filing date. The form provides notice to others that a future advance has been made.
NOTC OF PURCHASE MONEY SECURITY INTEREST	Notification, purchase money security interest. Notice required by the Uniform Commercial Code, for an inventory finance entity to obtain priority as to the goods delivered under the purchase money interest.
PLEDGE OF LIFE INSURANCE	This form is used so that the cash value of life insurance can be pledged to secure a debt.
PLEDGE OF PROPERTY	This form is used to secure a loan with the personal property of the borrower.

# ETForms List

PLEDGE OF STOCK	Unless publicly traded and in "electronic" form, in order to obtain a lien on stock, a physical stock certificate must be given to the creditor. This form is used for a pledge of stock. Includes all needed clauses in relation to the custody of the stock certificate.
PROPERTY BAILMENT AGRMT	Provides a formal agreement for the lending of personal property to another.
REVOKE GUARANTEE	This form is used to revoke a guarantee prospectively. Although this may not avoid previous liability this form can be used to prevent further liability from being incurred.
SECURITY AGRMT	This is a generic security agreement which can be used for virtually any loan for which collateral is provided. This is a lien on personal property.
SHORTFORM GUARANTEE	This form prepares guarantees of specific as well as blanket credit arrangements, as well as options for a limitation on the total liability, or for 100% liability. This form can be used to create a guarantee for any type of obligation.
SHORTFORM GUARANTEE 2	Guarantees- limited, unlimited. This form prepares guarantees of specific as well as blanket credit arrangements, as well as options for a limitation on the total liability, or for 100% liability. This form can also be used to create a guarantee for any type of obligation.
SURETY BOND - PROPERTY PLEDGED	This form is a surety bond with principal's obligation secured by a pledge of property.
UNSECURED NOTE	Unsecured promissory note, demand, installment, lump sum. This prepares a note either payable on demand, in installments or due on one date. Provides an option guarantee.

## MEETINGS

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
ANNUAL MEETING	Minutes for the annual meeting of the board of trustees. Standard business discussed.
APPT OF TRUSTEE	Minutes of meeting wherein trustee was appointed. Used in conjunction with letters of acceptance and appointment.
APPT TREASURER	Minutes of meeting wherein treasurer was appointed. Used in conjunction with letters of acceptance and appointment.
AUTHORIZATION	Minutes of meeting wherein specific authorization was given to a designated person. Used in conjunction with a limited or special power of attorney, or authorized representative contract.
BORROW FUNDS	Minutes of meeting wherein board resolved to take out a loan for a specified amount. Used in conjunction with loan instrument.
DEMAND FOR MEETING	This form is a formal demand for a meeting made by a member of the board of trustees.
LEASE OFFICE SPACE	Minutes of meeting wherein the board resolved to lease office space and equipment from a third party. Used in conjunction with a suite or commercial lease agreement.
LEASE TRUST ASSET	Minutes of meeting wherein the board resolved to lease specific assets to a designated individual. Should be used in conjunction with a property lease agreement.

# ETForms List

NON-REALESTATE ASSET	Minutes of meeting wherein board resolved to accept an asset from officer of trust acting in personal capacity.
NOTC OF MEETING	Regular notice of meeting of the board of trustees.
OFFICER RESIGN	Minutes of meeting wherein board processed resignation of officer.
OUTSIDE FUNDING	Minutes of meeting wherein board agreed to establish outside investment funding.
REALESTATE ASSET	Minutes of meeting wherein board resolved to accept real property/real estate into trust corpus.
REVOKE BENEFICIAL INTEREST	Minutes of meeting wherein board resolved to revoke the beneficial interest of a beneficiary in trust.
SPECIFIC ACTION	Minutes of meeting wherein board resolved to take a specific action.
SPECIFIC SERVICES	Minutes of meeting wherein the board resolved to procure specific services.
SUCCESSOR TRUSTEE	Minutes of meeting wherein successor trustee was appointed. Used in conjunction with letters of acceptance and appointment.
TRUSTEE PROXY	This form is used if a trustee cannot attend the meeting and must appoint a proxy (authorized agent) to attend in their stead.
WAREHOUSE ASSET	Minutes of meeting wherein board resolved to warehouse an asset. Instructions given to designated officer on how and where to warehouse it.

## MISCELLANEOUS

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
AFFT OF NONCOLLUSION	Prepares an affidavit for bidders on a sealed bid job certifying that the bids were not rigged or the result of collusion.
AGRMT FOR SETTLEMT OF CLAIM	Worker's compensation - settlement of claim. This is an agreement to settle a worker's compensation claim for a lump sum.
ASSGNMT OF INSURANCE POLICY	Provides for an assignment of the proceeds of an insurance policy to the trust.
DEMAND FOR RETRACTION	This form makes a formal demand on a media company for retraction of an erroneous or misleading statement made to the public.
FED TORT CLAIM	Federal Tort Claims Act, general claim form - This claim can be used to make a claim against the United States. Based on the official Department of Justice form. Note that the Federal Torts Claims Act does not require any specific type of notice.
GENERAL RELEASE	Mutual release of claims - Standard agreement for both parties to a dispute to release one another. Does permit specific agreements to remain in effect. This is to allow any terms agreed upon in a settlement to continue - usually a note.
INSURANCE PROOF OF LOSS - AUTO	This form follows insurance industry standards. Use this form in connection with disputes with your insurance company. Once you have submitted a sworn proof, they must reject it or accept it - meaning you are able to force them into taking a position.

# ETForms List

INSURANCE PROOF OF LOSS - PROPERTY	This form is based on the industry standard for a claim related to personal property or building damage.
NOTC OF LIEN AND SALE	Notice that an artisan has a lien on property delivered for work to the artisan, and that the goods will be sold to pay for service charges.
NOTC TO BIDDERS	Official notice to the bidder that their bid was approved and that they must now enter into a formal contract and begin work.
NOTC TO BIDDERS 2	Used when the party who is requesting bids has rejected all bids and will not award the contract to any bidder.
SATISFACTION OF LABOR LIEN	This form is used to confirm that a mechanic's lien has been released. This document can be used to satisfy a mechanic's lien.
SPECIFIC RELEASE	Releases all claims, judgments, demands, actions from one party against another.
SUBROGATION AGRMT	This agreement permits an insurance company to settle your claim, in exchange for the right to pursue reimbursement from the persons who caused the damage.
SUBROGATION AGRMT 2	This agreement permits an insurance company to settle your claim, in exchange for the right to pursue reimbursement from the persons who caused the damage.
UNILATERAL RELEASE	Unilateral release of all claims - A release from one party to another. Does permit specific agreements to remain in effect. This is usually to allow any terms agreed upon in a settlement to continue - usually a note.
WAIVER OF ARTISANS LIEN	Agreement for an artisan to waive any common law or statutory lien which may be held on the property delivered to the artisan. Often part of a transaction in which another party guarantees the payment of the artisan's charges.
WAIVER OF MECHANICS LIEN	In several different instances it may be necessary for persons involved with a construction project to formally waive their right to a mechanic's lien. This form can be used in these cases.

## REAL ESTATE

<i>File Name:</i>	<i>Form Description:</i>
ASGNMT OF CONTRACT TO SELL REAL ESTATE	Allows a buyer to sell out their contract to another buyer. Most sales agreements provide that the buyer may assign their interest since the seller's real interest is getting paid the agreed purchase price.
CONSENT TO VARIANCE	Waiver by adjoining land holder of right to object to existing nonconforming use.
CONSENT TO VARIANCE 2	This form is used when a party seeking a variance (exception) to land use/zoning regulations is either required, or desires to, gain consent from adjoining property owners.
DEMAND FOR RETURN OF DEPOSIT	This form can be used by the buyer to demand the return of a deposit, in the event the seller cannot provide a clear title.
DISCHARGE OF MORTGAGE	Public notice given by a mortgagee that the mortgage has been satisfied.
EASEMENT AGREEMENT	Provides easement for ingress and egress to allow party to enter onto land-locked property without trespassing on neighbors land.



# ETForms List

ESCROW AGRMT AND INSTRUCTIONS	This is a generic escrow agreement, and can also be used to open an escrow for a real estate transaction. An agreement which can be used to create an escrow for real estate or other transactions.
MORTGAGE BROKERAGE AGRMT	This form is used as a contract to employ a mortgage broker. Form may not be suitable in states which regulate mortgage brokerage.
NOTC OF DEFECT IN SURVEY	This letter can be sent to the seller as notice that a survey has found a discrepancy in the title, which must be cleared or the buyer's deposit returned.
NOTC OF INFESTATION OF PESTS	This letter notifies the seller that the buyer has discovered defects, in this case wood-destroying organisms, and requests that the seller correct the problem or return the deposit.
OBJECTION TO PROPOSED VARIANCE	This form can be used to indicate objection to a proposed variance (exception) to zoning/land use regulations. Also makes a formal request for notice of any hearings or meetings when the proposal will be discussed or ruled upon.
OCCUPANCY AGRMT	From time to time a seller may need to wait a brief period of time after the closing to move to their new home. This agreement provides an enforceable mechanism for the new owner to remove the seller if the old owner does not leave on time.
OFFER TO PURCHASE REAL ESTATE	Prepares an offer to purchase real estate, which when executed is a final and binding agreement for purchase and sale. Provides for all usual contingencies. Prepares a complete offer to purchase. Upon acceptance by the seller this is a full contract for purchase.
REAL ESTATE BROKERAGE	Creates an exclusive listing for an exchange rather than a cash sale. Provides for commission structures appropriate to this type of sale.
REAL ESTATE BROKERAGE AGRMNT - EXCLUSIVE	A standard form for an exclusive listing for a sale of real estate with a broker.
REAL ESTATE BROKERAGE AGRMNT - NONEXCLUSIVE	Standard form giving a listing to a broker when a person does not want to make any broker their exclusive representative.
REAL ESTATE BROKERAGE AGRMNT - TERMINATE	This agreement is used to terminate a listing.
REAL ESTATE OPTION	This is a generic option agreement. Provides the parties with numerous different choices regarding the application of the option monies to the final sale. Also provides for extension of the option upon further payments.

## SECURITIES

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
OPTION TO PURCHASE STOCK	This is a general framework for an agreement for an option to purchase stock not purchased on a stock exchange.

# ETForms List

SALE OF UNREGISTERED STOCK	If stock which is not registered with securities authorities, it is necessary to obtain representations from the buyer that they are entitled to buy the stock and this will not trigger a registration. Also needed to be used to insure that the purchaser is aware of limitations on resale of the stock. This form is useable for cash and credit sales of stock not traded on any exchange.
STOCK SUBSCRIPTION AGRMT	In the formative stages of a corporation or during recapitalization it may be desirable to take subscriptions for stock. This creates a binding agreement to purchase stock.
STOCK TRANSFER	This form can be used for a simple sale of stock.

## SERVICES

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
ADVERTISING PURCHASE ORDER	Advertising purchase order. This form is used to by an advertiser to place an order for advertising with various forms of media. The form is intended to be a final contract for the purchase.
AGRMT FOR ACCOUNTING SERVICES	Retainer letter with accountant, overall fee limit - This is a letter agreement form for accounting services. It limits the fee to a specific total for a stated period.
AGRMT TO PROVIDE SERVICES	Arrangement for a temporary employee leased from a temp agency.
ATTY RETAINER AGRMT	Retainer agreement with attorney, contingent fee. This is a retainer agreement suitable for attorneys providing services on a contingent fee. Note that in some states if the services are rendered on a personal injury case, there may be requirements to provide a cooling off period or further disclosures.
ATTY RETAINER AGRMT 2	Retainer agreement with attorney, flat fee. This is an agreement for a retainer with an attorney for a flat fee matter.
ATTY RETAINER AGRMT 3	Retainer agreement with attorney, hourly fee - This is a retainer agreement suitable for most legal services that are provided on an hourly fee.
CONSULTING SERVICES AGRMT	This is a generic agreement to provide consulting services to a client in a matter.
CONTRACTING AGRMT	This agreement can be used for a contracting job under \$20,000.
CONTRACTING AGRMT 2	This form is used for a larger construction job. It contains clauses making it useful for most moderate sized construction jobs.
CUSTOMER MAINTENANCE AGRMT	If a firm purchases software and then desires to have a third party maintain the software, this agreement can be used.
ILLUSTRATION AGRMT	Work for hire agreement for illustrations in a book or magazine.
INDEPNENT CONTRACTOR AGRMT	Provides for a short form independent contracting agreement for virtually any type of services which can be performed by an independent contractor. Use this form to establish a contractual relationship with someone who is performing services for you.

# ETForms List

INDEPNENT CONTRACTOR AGRMT 2	This is another form that provides for virtually any type of services which can be performed under an independent contract. This is a long form agreement.
LICENSE TO OPERATE VENDING MACHINES	This agreement provides for the installation of a vending machine and for revenue sharing.
MANAGEMENT AGRMT	Provides for a management agreement for either a business, services or other matters.
PROPERTY MNGMT	Provides for an agreement to manage real estate or other property of the trust.
SEMINAR AGRMT	This form provides for consulting through a one time seminar.
SOFTWARE MAINTENANCE AGRMT	Software maintenance agreement (same author) is used for a software author to provide on going service and perhaps updates of their program to a user.
UNIVERSAL CONTRACTOR AGRMT	This form is a long form agreement which can be used in the alternative to the above independent contractor forms.
UTILITY AUDIT AGRMT	Audits for overcharges or missed savings for utility users is a large field, and this document contains multiple variations on compensation of the auditor.

## TRANSFERS & ASSIGNMENTS

<i>File Name:</i>	<i>Form Description:</i>
ASSGNMT	Assignment of wages to trust in conjunction with transfer. Assignor is trustee in individual capacity - assignee is trust.
ASSGNMT OF ACCOUNTS RECEIVABLE	Factoring of accounts receivable agreement. This provides for the sale of accounts receivable under a factoring agreement.
ASSGNMT OF JUDGMENT	This form assigns the proceeds of a judgment to a third party, with or without recourse.
ASSGNMT OF MONEY DUE	This form assigns money due to the assignor, making the assignee the payee instead.
ASSGNMT OF MORTGAGE	Used to record transfer of mortgage, creates Connecticut statutory form.
ASSGNMT OF MORTGAGE 2	Prepares an assignment of mortgage as provided by state law, includes a representation as to the balance due.
ASSGNMT OF TRUST DEED	Statutory form for assignment of deed of trust based on New Mexico statutes.
ASSGNMT OF BENEFICIAL INTEREST	Under this agreement, a person's right to inherit from an estate is transferred to another party.
ASSIGNMT OF NOTE	Usually promissory notes are assigned by endorsement. However, a separate agreement provides a higher degree of flexibility.
CONSENT TO ASSGNMT OF CONTRACT	Consent to assignment of contract rights - Many contracts require that the rights under the contract may not be assigned without the consent of the other party. This form provides for the consent.
NOTC OF ASSNMT	An assignment of a check or instrument usually occurs by endorsement, but notice can be given to employer of assignment instructing that payments are to be sent directly to trust.

# ETForms List

QUIT CLAIM DEED	This provides a form of quit claim deed which is acceptable for any purpose that a quit claim deed may be needed. Note the use of "see exhibit 1" rather than typing out the legal description.
WARRANTY DEED	This is a deed in which the owner of the property sells it, subject to the right of the owner to use of the property for life. Can be used as a will substitute, but unlike a will is a final and non-changeable disposition.
WARRANTY DEED 2	This provides for the transfer of the remainder of real estate, with a provision that the property shall revert to the original owner if the remainderman fails to survive the grantor (original owner.)
WARRANTY DEED 3	Warranty deed which reserves all mining and mineral rights to the seller.
WARRANTY DEED 4	Warranty deed which reserves a percentage of mining and mineral rights to the seller.
WARRANTY DEED 5	Warranty deed which reserves a percentage of mining and mineral rights to the seller for a term of years.

## UCC FORMS

<i><b>File Name:</b></i>	<i><b>Form Description:</b></i>
UCC-1	This form is a standard financing statement (lien) under the Uniform Commercial Code. Provides for a secured party (creditor) to file a lien against a debtor in order to secure collateral.
UCC-3	This form is used to amend a UCC-1 filing to reflect additional information, continuation, assignment of debt, or termination of the initial UCC-1 lien.
UCC-5	This form is a correction statement used to correct information in an initial UCC-1 filing.
UCC-11	This form is an information request made with the filing office for records. Provides for obtaining copies of records for which search was conducted.
UCC-1_ap	Used to include additional parties into the initial UCC-1 filing.
UCC-3_ap	Used to include additional parties into a UCC-3 filing.