
Table of Contents

CHAPTER I

Cancellations of Deed of Trust

FORM I-1:	Affidavit of Lost Note
FORM I-2:	Cancellation Letter – Consent for Suit – Purchase of Home
FORM I-3:	Cancellation Letter – Consent for Suit – Refinance and Second Mortgage
FORM I-4:	Cancellation Letter – Follow-Up on Payoff
FORM I-5:	Cancellation Letter – Formal Demand for Paid Documents
FORM I-6:	Certificate of Satisfaction
FORM I-7:	Closing Letter – Credit Card Payoff
FORM I-8:	Closing Letter – Equity Line Payoff as Part of Purchase
FORM I-9:	Closing Letter – Equity Line Payoff as Part of Refinance
FORM I-10:	Closing Letter – Equity Line Payoff – Zero Balance
FORM I-11:	Complaint for Cancelled Documents
FORM I-12:	Default Judgment
FORM I-13:	Deed of Subordination With Optional Appointment of Substitute Trustee
FORM I-14:	Entry of Default
FORM I-15:	Letter – Follow-Up to Client
FORM I-16:	Letter – Payoff Enclosed
FORM I-17:	Letter – Return Satisfied Deed of Trust for Correction
FORM I-18:	Notice of Dismissal
FORM I-19:	Notice Regarding Erroneous Cancellation of Deed of Trust
FORM I-20:	Subordination Agreement
FORM I-21:	Substitution of Collateral in Conjunction With Release Deed

CHAPTER II

Checklists

FORM II-1:	Commercial Closing Checklist
FORM II-2:	Due Diligence and Closing Checklist
FORM II-3:	Lease Checklist – Version 1
FORM II-4:	Lease Checklist – Version 2
FORM II-5:	Purchase and Sale Intake Sheet
FORM II-6:	Refinance Intake Sheet

CHAPTER III

Closing Affidavits

FORM III-1:	Acknowledgment Regarding Survey
FORM III-2:	Non-Foreign Certificate and Request for Taxpayer Identification Number
FORM III-3:	Proration Agreement
FORM III-4:	Tax Proration Agreement

CHAPTER IV

Contracts

FORM IV-1:	Assignment of Contract
FORM IV-2:	Letter of Intent
FORM IV-3:	Purchase and Sale Agreement – Apartment Complex
FORM IV-4:	Purchase and Sale Agreement – Hotel
FORM IV-5:	Purchase and Sale Agreement – Buyer-Improved
FORM IV-6:	Purchase and Sale Agreement – Buyer-Unimproved
FORM IV-7:	Purchase and Sale Agreement – Seller-Improved
FORM IV-8:	Purchase and Sale Agreement – Seller-Unimproved

CHAPTER V

Corporate/Business

FORM V-1:	Certificate of Assumed Name or Partnership
FORM V-2:	Certification of Corporate Resolutions

CHAPTER VI

Easements and Rights of Way

FORM VI-1:	Comprehensive Declaration of Easements
FORM VI-2:	Easement for Encroachment
FORM VI-3:	Easement to Remedy Encroachment
FORM VI-4:	Stormwater Discharge Easement Agreement
FORM VI-5:	Withdrawal of Dedication

CHAPTER VII

Engagement Letters

- FORM VII-1: Conflicts – Not Representing Borrower
- FORM VII-2: Conflict-of-Interest Disclosure – Individual Financing
- FORM VII-3: Conflicts – Representing Buyer and Seller in Purchases
- FORM VII-4: Engagement Letter
- FORM VII-5: Title Examination Disclosure

CHAPTER VIII

Environmental Forms

- FORM VIII-1: Detailed Environmental Provision for Lease
- FORM VIII-2: Detailed Environmental Provision for Purchase Contract
- FORM VIII-3: Environmental Addendum
- FORM VIII-4: Environmental Provision for Opinion Letter
- FORM VIII-5: Environmental Provision for Trust Agreement
- FORM VIII-6: Environmental Provision for Will
- FORM VIII-7: Environmental Provision to Farm Lease Agreement
- FORM VIII-8: Environmental Questionnaire to Be Completed by Tenant
- FORM VIII-9: Environmental Rider to Security Instrument
- FORM VIII-10: On-Site Environmental Survey for Use by Lender
- FORM VIII-11: Simple Environmental Provision for Lease

CHAPTER IX

Escrow Agreements

- FORM IX-1: Escrow Agreement
- FORM IX-2: Escrow and Development Agreement

CHAPTER X

Financing Documents

- FORM X-1: Affidavit of Disaster Impact
- FORM X-2: Affidavit of Lost Note
- FORM X-3: Architect Statement
- FORM X-4: Architect's Letter
- FORM X-5: Assignment, Assumption and Modification Agreement
- FORM X-6: Assignment of Construction Documents – Version 1
- FORM X-7: Assignment of Construction Documents – Version 2

FORM X-8:	Assignment of Leases – No Deed of Trust
FORM X-9:	Assignment of Leases and Rents
FORM X-10:	Assignment of Leases, Rents and Profits – Version 1
FORM X-11:	Assignment of Leases, Rents and Profits – Version 2
FORM X-12:	Assignment of Note and Deed of Trust With Recourse
FORM X-13:	Assignment of Note and Deed of Trust Without Recourse
FORM X-14:	Assumption Agreement
FORM X-15:	Borrowing Authorization
FORM X-16:	Cancellation of Assignment of Leases, Rents and Profits
FORM X-17:	Cancellation for Negative Pledge Agreement – Notice
FORM X-18:	Capital Line Agreement
FORM X-19:	Capital Line Note
FORM X-20:	Certificate of Satisfaction of Deed of Trust
FORM X-21:	Change Order Letter
FORM X-22:	Commitment Letter
FORM X-23:	Commitment Letter Modification
FORM X-24:	Consent and Agreement to Assignment of Construction Documents and Lien Subordination
FORM X-25:	Consent of Guarantors
FORM X-26:	Construction Consultant Agreement
FORM X-27:	Construction Loan Agreement – Version 1
FORM X-28:	Construction Loan Agreement – Version 2
FORM X-29:	Construction Loan Agreement (With Negative Pledge)
FORM X-30:	Construction Loan Rider – Right to Demand Payment
FORM X-31:	Deed of Trust
FORM X-32:	Deed of Trust Amendment
FORM X-33:	Disbursement Authorization
FORM X-34:	Escrow Letter – Version 1
FORM X-35:	Escrow Letter – Version 2
FORM X-36:	Estoppel, Nondisturbance and Attornment Agreement
FORM X-37:	Flood Hazard Notice – No National Flood Insurance
FORM X-38:	Flood Hazard Notice – With Flood Insurance
FORM X-39:	Guaranty Agreement – Version 1
FORM X-40:	Guaranty Agreement – Version 2
FORM X-41:	Guaranty Agreement – Version 3
FORM X-42:	Intercreditor Agreement
FORM X-43:	Landlord’s Consent to Encumber, Estoppel Certificate and Nondisturbance Agreement
FORM X-44:	Limited Note Guaranty (With Dollar Limitation)
FORM X-45:	Limited Note Guaranty (With Percentage Beneficial Ownership Limitation)
FORM X-46:	Limited Note Guaranty (With Percentage Limitation)
FORM X-47:	Limited Unconditional Continuing Guaranty (With Dollar Limitation)
FORM X-48:	Limited Unconditional Continuing Guaranty (With Percentage Beneficial Ownership Limitation)
FORM X-49:	Limited Unconditional Continuing Guaranty (With Percentage Limitation)

FORM X-50:	Loan Agreement – Version 1
FORM X-51:	Loan Agreement – Version 2
FORM X-52:	Loan Agreement Amendment
FORM X-53:	Loan Agreement – Future Advance
FORM X-54:	Loan Assumption Agreement
FORM X-55:	Loan Deferral Agreement
FORM X-56:	Loan Deferral Notification Letter – Disaster Relief
FORM X-57:	Modification Agreement for Checkline Reserve
FORM X-58:	Modification Agreement for Permanent Financing
FORM X-59:	Modification Agreement to Correct Deed of Trust
FORM X-60:	Modification and Extension Agreement
FORM X-61:	Modification and Extension Agreement – Guarantor Form
FORM X-62:	Modification, Increase, Renewal and Restatement of Promissory Note
FORM X-63:	Modification Letter Agreement – Mutually Executed
FORM X-64:	Modification of Deed of Trust to Increase Amount Secured
FORM X-65:	Negative Pledge Agreement
FORM X-66:	Note Guaranty
FORM X-67:	Note Modification Agreement – Version 1
FORM X-68:	Note Modification Agreement – Version 2
FORM X-69:	Note Modification Agreement for LIBOR Loans
FORM X-70:	Note Rider and Modification Agreement
FORM X-71:	Note Signature Adendum
FORM X-72:	Notice of Modification Letter
FORM X-73:	Opinion of Counsel (NC Form)
FORM X-74:	Owner/Landlord/Mortgagee Subordination Agreement
FORM X-75:	Performance Bond
FORM X-76:	Performance Loan Agreement
FORM X-77:	Promissory Note (NC Bar Form 4)
FORM X-78:	Purchase Money Deed of Trust Affidavit
FORM X-79:	Rate Reduction Letter – Servicemembers Civil Relief Act
FORM X-80:	Release Deed – Version 1
FORM X-81:	Release Deed – Version 2
FORM X-82:	Release From Liability
FORM X-83:	Release of Property From Negative Pledge Agreement
FORM X-84:	Request for Advance on Future Advance Loan
FORM X-85:	Request for Notice of Sale
FORM X-86:	Resolution for Church Borrower
FORM X-87:	Security Agreement
FORM X-88:	Security Agreement Amendment
FORM X-89:	Security Agreement, Assignment and Pledge of Promissory Note
FORM X-90:	Standby Letter of Credit – Application and Agreement
FORM X-91:	Subordination Agreement – ABC Deed of Trust to ABC Deed of Trust
FORM X-92:	Subordination Agreement – ABC Deed of Trust to Lien of Another Lender
FORM X-93:	Subordination Agreement – Another Lender’s Deed of Trust to ABC’s Deed of Trust
FORM X-94:	Subordination Agreement – Version 1

FORM X-95:	Subordination Agreement – Version 2
FORM X-96:	Subordination Agreement – Version 3
FORM X-97:	Subordination Agreement – Version 4
FORM X-98:	Subordination, Estoppel, Non-Disturbance and Attornment Agreement
FORM X-99:	Subordination, Non-Disturbance and Attornment Agreement – Version 1
FORM X-100:	Subordination, Non-Disturbance and Attornment Agreement – Version 2
FORM X-101:	Subordination, Non-Disturbance and Attornment Agreement – Version 3
FORM X-102:	Subordination Agreement – General Creditor
FORM X-103:	Subordination of Security Interest in Personal Property
FORM X-104:	Substitution of Collateral
FORM X-105:	Substitution of Trustee – Version 1
FORM X-106:	Substitution of Trustee – Version 2
FORM X-107:	Tenant Estoppel Certificate – Version 1
FORM X-108:	Tenant Estoppel Certificate – Version 2
FORM X-109:	Tenant Estoppel Certificate – Version 3
FORM X-110:	Tenant Estoppel Certificate – Version 4
FORM X-111:	Tenant Subordination and Attornment Agreement
FORM X-112:	Trustee’s Notice of Satisfaction of Deed of Trust
FORM X-113:	Unconditional Continuing Guaranty

CHAPTER XI

Foreclosure

FORM XI-1:	30-Day Collection Letter
FORM XI-2:	Acceptance of Service
FORM XI-3:	Affidavit of Default
FORM XI-4:	Affidavit of Mailing of Notice of Sale
FORM XI-5:	Affidavit of Postponement of Foreclosure Sale
FORM XI-6:	Affidavit of Receipt of Partial Repayment
FORM XI-7:	Affidavit of Service
FORM XI-8:	Affidavit of Service of Notice of Hearing
FORM XI-9:	Assignment of Bid
FORM XI-10:	Foreclosure Notice
FORM XI-11:	Letter Requesting Publication
FORM XI-12:	Motion and Order for Hearing
FORM XI-13:	Motion to Declare Defaulting Bidder
FORM XI-14:	Notice of Hearing on Foreclosure of Deed of Trust – Version 1
FORM XI-15:	Notice of Hearing on Foreclosure of Deed of Trust – Version 2
FORM XI-16:	Notice of Postponement
FORM XI-17:	Notice of Substitute Trustee
FORM XI-18:	Notice of Voluntary Dismissal Without Prejudice
FORM XI-19:	Order of Sale
FORM XI-20:	Return of Service
FORM XI-21:	Substitution of Trustee
FORM XI-22:	Substitute Trustee’s Deed

CHAPTER XII

Leases and Lease Provisions

FORM XII-1:	Assignment and Assumption of Lease Agreement
FORM XII-2:	Assignment and Assumption of Leases by Landlord – Version 1
FORM XII-3:	Assignment and Assumption of Leases by Landlord – Version 2
FORM XII-4:	Assignment of Lease by Tenant
FORM XII-5:	Cell Tower Lease
FORM XII-6:	Consent to Assignment of Lease – Version 1
FORM XII-7:	Consent to Assignment of Lease – Version 2
FORM XII-8:	Consent to Sublease – Version 1
FORM XII-9:	Consent to Sublease – Version 2
FORM XII-10:	Estoppel Letter
FORM XII-11:	Lease Clauses With Annotations
FORM XII-12:	Lease Guaranty – Version 1
FORM XII-13:	Lease Guaranty – Version 2
FORM XII-14:	Lease Guaranty – Version 3
FORM XII-15:	Limited Lease Guaranty (With Dollar Limitation)
FORM XII-16:	Limited Lease Guaranty (With Percentage Limitation)
FORM XII-17:	Memorandum of Lease
FORM XII-18:	Office Lease With Pass-Through Provisions
FORM XII-19:	Shopping Center Lease – Landlord Form
FORM XII-20:	Short-Term Lease Agreement – Seller Occupy After Closing
FORM XII-21:	Sublease
FORM XII-22:	Sublease – Simple Form
FORM XII-23:	Subordination, Non-Disturbance and Attornment Agreement – Version 1
FORM XII-24:	Subordination, Non-Disturbance and Attornment Agreement – Version 2
FORM XII-25:	Tenant Estoppel Certificate
FORM XII-26:	Tenant Lease Addendum
FORM XII-27:	Tower Attachment License Agreement

CHAPTER XIII

License Agreements

FORM XIII-1:	License Agreement Regarding Office Space
FORM XIII-2:	License Agreement to Make Improvements

CHAPTER XIV

Like-Kind Exchange

FORM XIV-1:	Assignment of Sales Agreement
FORM XIV-2:	Buyer Contract Paragraph

-
- FORM XIV-3: Identification of Replacement Property
FORM XIV-4: Notice of Contract Assignment – Exchangor to Purchase
FORM XIV-5: Notice of Contract Assignment – Exchangor to Sell
FORM XIV-6: Qualified Intermediary Exchange Agreement
FORM XIV-7: Seller Contract Paragraph

CHAPTER XV

Management Agreements

- FORM XV-1: Exclusive Leasing and Management Agreement
FORM XV-2: Property Management Agreement
FORM XV-3: Regarding Undeveloped Property to Be Developed
FORM XV-4: Superseding Management Agreement

CHAPTER XVI

Mechanic's Liens

- FORM XVI-1: Owner Affidavit and Indemnity Agreement (No Recent Improvements) (NCLTA Form 1)
FORM XVI-2: Owner/Contractor Affidavit, Waiver of Liens and Indemnity Agreement (No MLA – Construction Recently Completed) (NCLTA Form 2)
FORM XVI-3: Owner/Contractor Affidavit, Indemnity and Lien Subordination Agreement (No MLA – Construction in Process or Immediately Contemplated) [Lender Coverage Only] (NCLTA Form 3)
FORM XVI-4: Instructions – Owner Affidavit and Indemnity Agreement (MLA – Construction Completed, Contemplated or Underway) (NCLTA Instructions – Form 5)
FORM XVI-5: MLA Appointed – Owner Affidavit and Indemnity Agreement (NCLTA Form 5)
FORM XVI-6: MLA Appointed – Potential Lien Claimant – Lien Waiver/Release (NCLTA Form 6)
FORM XVI-7: Potential Lien Claimant – Subordination of Lien Claims (NCLTA Form 7)

CHAPTER XVII

Memoranda and Other Agreements

- FORM XVII-1: Certificate of Trust
FORM XVII-2: Separation and Property Settlement
FORM XVII-3: Tenants in Common

CHAPTER XVIII

Mobile Homes

- FORM XVIII-1: Affidavit for Removal of Manufactured Home From Vehicle (MVR-46G)
FORM XVIII-2: Declaration of Intent to Affix Manufactured Home

CHAPTER XIX

Notary Acknowledgments

- FORM XIX-1: Corporation With Attestation
FORM XIX-2: Corporation Without Attestation
FORM XIX-3: Individual
FORM XIX-4: Limited Liability Company
FORM XIX-5: Under Power of Attorney

CHAPTER XX

Subdivision, Homeowner and Condo Documents

- FORM XX-1: Articles of Incorporation
FORM XX-2: Bylaws for Unit Owners' Association – Office
FORM XX-3: Bylaws for Unit Owners' Association – Residential
FORM XX-4: Declaration of Condo – Office
FORM XX-5: Declaration of Condo – Residential
FORM XX-6: Declaration of Covenants, Conditions and Restrictions
FORM XX-7: Public Offering Statement
FORM XX-8: Road Maintenance Declaration

CHAPTER XXI

Tenancy Agreements

- FORM XXI-1: Co-Tenancy Agreement

CHAPTER XXII

Zoning

- FORM XXII-1: Zoning and Parking Letter

CHAPTER XXIII

NC Bar Forms

- FORM XXIII-1: Acknowledgment of Receipt of Monies (NC Bar Form 16T)
- FORM XXIII-2: Additional Provisions Addendum (NC Bar Form 2A11-T)
- FORM XXIII-3: Additional Provisions Addendum (NC Bar Form 581-T)
- FORM XXIII-4: Guidelines for Completing Additional Signatures Addendum (NC Bar Form 3-G)
- FORM XXIII-5: Additional Signatures Addendum (NC Bar Form 3-T)
- FORM XXIII-6: Agreement to Amend Contract (NC Bar Form 4-T)
- FORM XXIII-7: Agreement to Amend Contract/Notice of Assignment (NC Bar Form 583-T)
- FORM XXIII-8: Agreement for Purchase and Sale of Land (NC Bar Form 580L-T)
- FORM XXIII-9: Agreement for Purchase and Sale of Real Property (NC Bar Form 580-T)
- FORM XXIII-10: Back-Up Agreement Addendum (NC Bar Form 581A-T)
- FORM XXIII-11: Back-Up Contract Addendum (NC Bar Form 2A1-T)
- FORM XXIII-12: Guidelines for Completing Buyer Possession Before Closing Agreement (NC Bar Form 2A7-G)
- FORM XXIII-13: Buyer Possession Before Closing Agreement (NC Bar Form 2A7-T)
- FORM XXIII-14: Commercial Lease Agreement (Single-Tenant Facility) (NC Bar Form 592-T)
- FORM XXIII-15: Commercial Lease Agreement (Multi-Tenant Facility) (NC Bar Form 593-T)
- FORM XXIII-16: FHA/VA Financing Addendum (NC Bar Form 2A4-T)
- FORM XXIII-17: Final Title Opinion (NC Bar Form 1-F)
- FORM XXIII-18: Guaranty Addendum (NC Bar Form 595-T)
- FORM XXIII-19: Lead-Based Paint or Lead-Based Paint Hazard Addendum (NC Bar Form 2A9-T)
- FORM XXIII-20: Loan Assumption Addendum (NC Bar Form 2A6-T)
- FORM XXIII-21: Memorandum of Lease (NC Bar Form 596-T)
- FORM XXIII-22: NC General Warranty Deed (NC Bar Form 3)
- FORM XXIII-23: NC Non-Warranty Deed (NC Bar Form 7)
- FORM XXIII-24: NC Special Warranty Deed (NC Bar Form 6)
- FORM XXIII-25: New Construction Addendum (NC Bar Form 2A3-T)
- FORM XXIII-26: Notice to Elect Extension Renewal (NC Bar Form 594-T)
- FORM XXIII-27: Notice of Offer Rejection (NC Bar Form 587-T)
- FORM XXIII-28: Notice of Revocation of Offer (NC Bar Form 588-T)
- FORM XXIII-29: Notice of Termination of Contract (NC Bar Form 586-T)
- FORM XXIII-30: Guidelines for Completing Offer to Purchase and Contract (NC Bar Form 2-G)
- FORM XXIII-31: Offer to Purchase and Contract (NC Bar Form 2-T)
- FORM XXIII-32: Guidelines for Completing Offer to Purchase and Contract – New Construction (NC Bar Form 800-G)
- FORM XXIII-33: Offer to Purchase and Contract – New Construction (NC Bar Form 800-T)
- FORM XXIII-34: Guidelines for Completing Offer to Purchase and Contract – Vacant Lot/Land (NC Bar Form 12-G)
- FORM XXIII-35: Offer to Purchase and Contract – Vacant Lot/Land (NC Bar Form 12-T)
- FORM XXIII-36: Owner’s Association Disclosure Addendum (NC Bar Form 2A12-T)
- FORM XXIII-37: Preliminary Opinion on Title (NC Bar Form 1-P)
- FORM XXIII-38: Real Estate Closing Information (NC Bar Form 9-T)

- FORM XXIII-39: Seller Financing Addendum (NC Bar Form 2A5-T)
- FORM XXIII-40: Guidelines for Completing Seller Possession After Closing Agreement
(NC Bar Form 2A8-G)
- FORM XXIII-41: Seller Possession After Closing Agreement (NC Bar Form 2A8-T)
- FORM XXIII-42: Short Sale Addendum (NC Bar Form 2A14-T)
- FORM XXIII-43: Termination of Contract and Release of Earnest Money (NC Bar Form 582-T)
- FORM XXIII-44: Vacant Land Commercial Lease Agreement (NC Bar Form 592L-T)
- FORM XXIII-45: Vacation Rental Addendum (NC Bar Form 2A13-T)

The forms included in Chapter XXIII are samples of the copyrighted North Carolina Bar Forms (current as of September 2023). To obtain fillable/editable copies of these forms, please visit the Real Property Section portion of the NCBA website at nccbar.org/members/communities/sections/real-property.