# ARKANSAS FORM BOOK – TRANSACTIONAL LAW EDITION 2023

#### TABLE OF CONTENTS

Preface Introduction Table of Contents

### CHAPTER 1 ACKNOWLEDGMENTS AND AFFIDAVITS

Note on Acknowledgments

01-01 Acknowledgment: Individuals

01-02 Acknowledgment: Entities and Trusts 01-03 Acknowledgment: Attorney in Fact

01-04 Affidavit: General

01-05 Affidavit: Verification of Pleadings

01-06 Affidavit: Custodian (Hospital Records Act)

01-07 Affidavit: Custodian of the Records

## CHAPTER 4 COMMERCIAL TRANSACTIONS

Note: Formatting Instructions

04-01 Promissory Note (Unsecured)

04-02 Promissory Note (Secured by Mortgage)

04-03 Security Agreement

04-04 Floor Plan Security Agreement

04-05 Bill of Sale

04-06 Collection Letter

04-07 Collection Agreement

04-08 Collection Complaint

04-09 Affidavit of Account

04-10 Assignment of Corporate Stock Separate from Certificate

Secretary of State UCC Forms Advisory

04-11 UCC Financing Statement

04-12 UCC Correction Statement

04-13 UCC Financing Statement Addendum

04-14 UCC Financing Statement Amendment

04-15 UCC Financing Statement Amendment Addendum

04-16 UCC Financing Statement Additional Party

04-17 UCC Information Request

## CHAPTER 5 CONTRACTS

- 05-01. Construction Contract
- 05-02. Contract for Employment
- 05-03. Purchase and Sale Agreement
- 05-04. Escrow Agreement
- 05-05. Personal Property Clause
- 05-06. Fixture Clause
- 05-07. Assumption of Mortgage Clause
- 05-08. Purchase Money Mortgage Clause
- 05-09. Title Exceptions Clause
- 05-10. Financing Contingency Clause
- 05-11. Inspection Clause
- 05-12. Damage or Taking Clause
- 05-13. As Is Clause
- 05-14. Seed Grower Contract
- 05-15. Cash Sales Contract
- 05-16. Delayed Price Purchase Contract (Title to grain passes on signing)
- 05-17. Confirmation of Purchase
- 05-18. Noncompetition, Nonsolicitation, and Confidentiality Agreement
- 05-19. Settlement and Release Agreement
- 05-20. Hunting Lease Agreement

## CHAPTER 7 CREDITORS' REMEDIES

Note: Formatting instructions

## Notices Required under the Equal Credit Opportunity Act, 15 U.S.C. §§ 1691 et seq.; Fair Credit Reporting Act §§ 1681 et seq.; and/or Regulation B, 12 C.F.R. §§ 1002.1 et seq.

- 07-01 Sample Notice of Action Taken and Statement of Reasons
- 07-02 Sample Notice of Action Taken and Statement of Reasons (Credit Scoring)
- 07-03 Sample Notice of Action Taken, Statement of Reasons and Counteroffer
- 07-04 Sample Disclosure of Right to Request Specific Reasons for Credit Denial
- 07-05 Sample Notice of Incomplete Application and Request for Additional Information
- 07-06 Sample Notice of Action Taken and Statement of Reasons (Business Credit)
- 07-07 Sample Disclosure of Right to Request Specific Reasons for Credit Denial Given at Time of Application (Business Credit)

#### **Promissory Notes, Mortgages, and Security Agreements**

- 07-08 Promissory Note
- 07-09 Real Estate Note (Construction Loan)
- 07-10 Real Estate Note
- 07-11 Mortgage
- 07-12 Security Agreement for Motor Vehicle

#### 07-13 Security Agreement

### Contractor, Supplier, and Laborer Liens

07-14 Notice Required by Ark Code Ann § 18-44-115

07-15 Statement of Claim for Lien

#### **Foreclosure of Real Property**

07-16 Complaint to Foreclose Mortgage

07-17 Lis Pendens Notice

07-18 Requests for Admissions

07-19 Affidavit of Debt

07-20 Foreclosure Decree

07-21 Notice of Commissioner's Sale

07-22 Report of Foreclosure Sale

07-23 Commissioner's Deed

07-24 Confirmation of Sale

07-25 Order of Distribution

07-26 Writ of Assistance

#### **Collection – Miscellaneous**

07-27 Collection Letter [See form 04-06]

07-28 Affidavit of Account

### **Replevin of Personal Property**

07-29 Complaint for Replevin

07-30 Affidavit for Replevin

07-31 Notice

07-32 Order for Writ of Possession or Order for Delivery

07-33 Order of Delivery of Property

07-34 Bond for Delivery

#### **Registration of Foreign Judgment**

07-35 Application for Registration of Foreign Judgment

07-36 Affidavit for Registration of Foreign Judgment

07-37 Exemplification of Judgment for Filing in Another State ("Triple Certification")

07-38 Certification of Judgment for Registration in Another District (Federal District Court)

#### **Execution and Garnishment**

07-39 Writ of Execution

07-40 Writ of General Attachment

07-41 Indemnifying Bond for [Execution] [Attachment]

07-42 Writ of Garnishment

07-43 Allegations and Interrogatories

07-44 Judgment on Answer of Garnishee

### CHAPTER 13 LIENS

**Note: Formatting Instructions** 

#### **Materialmen's Liens**

- 13-01 Preconstruction Notice for Residential Projects
- 13-02 Seventy-Five Day Notice for Commercial Projects
- 13-03 Ten-Day Lien for All Projects
- 13-04 Statement of Account for All Projects
- 13-05 Release of Lien All Projects.
- 13-06 Foreclosure Complaint
- 13-07 Lis Pendens.
- 13-08 Decree of Foreclosure
- 13-09 Notice of Commissioner's Sale
- 13-10 Commissioner's Report of Sale
- 13-11 Commissioner's Deed
- 13-12 Order of Distribution
- 13-13 Demand for Notice
- 13-14 Bond Around Lien
- 13-15 Summary Action for Lien Discharge
- 13-16 Complaint to Discharge Lien

#### **Miscellaneous Liens**

- 13-21 Vendor's Lien (Deed Provision)
- 13-22 Assignment of Vendor's Lien
- 13-23 Notice of Sale
- 13-24 Medical, Nursing, Hospital and Ambulance Service Lien

### CHAPTER 20 MISCELLANEOUS

Note: Formatting Instructions

- 20-01 Durable Power of Attorney
- 20-02 General Power of Attorney
- 20-03A Statutory Form POA
- 20-03B Statutory POA Certification
- 20-04 Living Will Declaration
- 20-05 Optional Organ and Tissue Donation
- 20-06 Petition for Change of Name
- 20-07 Order for Name Chang
- 20-08 Petition for Removal of Disabilities
- 20-09 Order for Removal of Disabilities
- 20-10 Notice of Representation
- 20-11 School Records Authorization

#### **Assignments**

- 20-12 Assignment on Written Instrument
- 20-13 Assignment of Open Account
- 20-14 Assignment by Separate Instrument
- 20-15 Assignment of Mortgage and Note
- 20-16 Assignment of Judgment
- 20-17 Assignment of Lease

## HIPAA - Health Insurance Portability and Accountability Act

- 20-18 HIPAA-Compliant Medical Records Release
- 20-19 Checklist for Valid Authorization
- 20-20 Business Associate Agreement
- 20-21 Request for Information Individual
- 20-22 Request for Information Covered Entity
- 20-23 Joint Qualified Protective Order
- 20-24 Confidentiality Agreement for Subcontractor of Business Associate