

**GUIDELINES FOR COMPLETING ADDITIONAL SIGNATURES ADDENDUM
(Form No. 3-T)**

Purpose of form. The Additional Signatures Addendum (the “Addendum”) was created to provide additional lines for the identification and signature of parties to a form when the number of parties exceeds the number of pre-printed signature blanks in the form. Since the Addendum is jointly approved by NCAR and the NC Bar Association, it appears as form 3-T in the forms library under “Joint Forms.” However, it has been designed for use with any residential form.

Limitation on use of form to add new parties. As set forth in the “NOTE” appearing immediately under name of the form, the Addendum should not be used to add new parties after a contract has been formed. Adding a party to an existing contract is an amendment to that contract, and the Addendum is not designed to amend an existing contract. For example, assume there is an existing contract with one buyer and the buyer’s lender requires that the buyer’s spouse be added to the contract. It would not be sufficient to identify the new buyer on the Addendum and attach it to the contract, because all the parties to the existing contract would also have to sign something to signify their agreement to the additional buyer being added.

Property Address. Insert the address of the property that is the subject of the document to which form the Addendum is attached. Insert “N/A” if not applicable.

Identification of document. Below the “Property Address” blank, insert the name of the form to which the Addendum is attached in the space provided. If the form is a standard form, it is prudent to insert the form number as well to help insure correct identification of the form.

If used with an Offer to Purchase and Contract containing one or more addenda, the Addendum only needs to be signed one time by the additional parties, provided that the addenda to the Contract are identified in the blank space provided in Additional Signatures Addendum. Therefore, if the Addendum is being used with an Offer to Purchase and Contract containing one or more addenda, it is critical that the name(s) of any such addenda also be inserted in the blank space provided.

Signatures. Identify each additional party and check the appropriate box to identify their status in the transaction as buyer, seller or “other” (landlord, tenant, etc.). The parties identified on the form to which the Addendum is attached do not need to be identified on the Addendum, and likewise, the parties identified on the Addendum do not also need to be identified on the form to which the Addendum is attached. For example, if completing an Offer to Purchase and Contract on a property owned by three sisters, all of whom are married, two of the sellers would be identified on the Contract, and the additional four sellers would be identified on the Additional Signatures Addendum.

“Blank” Addendum. It is NOT permissible to have an Additional Signatures Addendum signed in blank by parties and then attached to a form later. Attaching a pre-signed Additional Signatures Addendum to a document could raise serious questions about whether the persons who had signed the “blank” Addendum had agreed to and/or understood the document to which the Addendum was later attached.

Initials. If, as a result of using the Additional Signatures Addendum, the number of parties to a document exceeds the number of initial blanks at the bottom of the document, do all of the parties still need to initial each page in order for the document to be considered valid? Initials aren’t required by law. They are evidence that the initialed page is a part of the document being signed and that the initialing party has reviewed the page. The placement of initials at the bottom of each page by each party to the document is not a condition to the effectiveness of the document. In other words, if the additional parties don’t initial the bottom of each page of the document, that in itself would not cause the document to be legally unenforceable. However, it is still preferable for all parties to the document to initial each page of the document. This can be done by simply having the additional parties initial each page manually or, if an electronic signature program is being used, by dropping a “tag” for the initials of the additional parties at the bottom of each page.

