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# How to Complete Your North Carolina Memorandum of Lease

Memorandum of Lease (G.S. 47-118)

**INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.**

**About this form.** In North Carolina, leases for more than three years must be recorded to protect the tenant against later buyers and lenders (G.S. 47-18). A short memorandum can be recorded instead of the full lease (G.S. 47-118).

1. **Prepared by and mail to (top of Page 1)**
   Enter who prepared the document and where the Register of Deeds should mail it. Leave the space above the dotted line blank.
2. **Both sign before a notary (Page 3)**
   Bring a current, government-issued photo ID.

## After It's Signed

- Record the original with the Register of Deeds of the county where the property is located.

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SCAN TO BOOK

**Questions about this document? Talk to an attorney.** Gavrilov & Brooks Law Firm has attorneys licensed in multiple states. Phone and video consultations are available, wherever you are. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

**THIS INSTRUMENT PREPARED BY:**

**MAIL AFTER RECORDING TO:**

SPACE ABOVE THIS LINE FOR THE REGISTER OF DEEDS

# MEMORANDUM OF LEASE

(North Carolina — G.S. 47-118)

| | |
|---|---|
| Parcel identifier no. | Brief description for the index |
| Landlord | Address |
| Tenant | Address |

Date of lease Term begins Term ends

**Tenant’s rights (check all that apply):**

- Option(s) to renew or extend
- Option to purchase
- Right of first refusal



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all that certain lot or parcel of land situated in

City of / Township County
North Carolina, and more particularly described as follows:

Legal description (attach Exhibit A if more space is needed)

Property address Title derived from Book / Page

This memorandum is signed for recording only and does not modify the lease, which controls if they conflict.



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X

Landlord

Printed name

X

Tenant

Printed name

**NOTARY ACKNOWLEDGMENT**

**STATE OF NORTH CAROLINA )**

**COUNTY OF )**

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

name(s) of landlord and tenant

Date

X

Notary Public

(Notary seal)

Notary's printed name

Notary Public, County of commission: My commission expires



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