



## Lien Request Form for Laborer Only

NOTE: A "laborer" is:

1. Any person **other than** an architect, landscape architect, engineer, surveyor and mapper (or similar professional) who,
2. under properly authorized contract,
3. **personally** performs on the site of the improvement labor or services for improving the real
4. who does **not** furnish materials, and
5. who does **not** provide the labor service of others.

**If you furnished labor but also furnished materials, or if you provided the labor services of others under your contract with your customer, then you should complete the form for Subcontractors and Sub-Subcontractors.**

**Please provide as much of the information requested below as possible in order to facilitate a prompt response to your request and the preparation of an accurate document.**

Upon our receipt of the information, we will respond by e-mail and acknowledge receipt and our ability to prepare the documents requested (we must perform a conflict of interests check before undertaking the engagement). We will also send you a link or instructions for making payment.

### About You

Your name:

Your address

City  State  Zip

Phone  Fax  Email

Description of the labor you furnished



## Lien Request Form for Laborer Only (continued)

### Important Dates

Date you first furnished labor to the project

Date you last furnished labor to the project

I am still on the project

### Project Information

Project name

Project address

City  State  Zip

County in which project is located

- New building construction       Building remodel/repair       Road/street/highway construction  
 Utilities construction/repair       Subdivision improvements  
 Single building       Multiple buildings

If rental property, was the work contracted for by the landlord, or by the tenant:

landlord       tenant       don't know

Did you serve a Notice to Owner/Contractor on the project? (You were not required to do so)       Yes       No

If yes, please attach a copy to this request

Was a Notice of Commencement recorded for the project?       Yes       No       don't know

If yes, please provide a copy if you have one, or provide the O.R. Book Number and Page Number



**Lien Request Form for Laborer Only (continued)**

**Project Owner Information**

Project owner's name

Project owner's address

City  State  Zip

Contact person

Phone number  Fax  Email

**Prime Contractor Information**

Prime contractor's name

Prime contractor's address

City  State  Zip

Contact person

Phone number  Fax  Email

**Information on your client (if different than the owner & contractor)**

Your customer's name

Your customer's address

City  State  Zip

Contact person

Phone number  Fax  Email





## Lien Request Form for Laborer Only (continued)

### Your Claim Amount

What is the total for labor you provided to the project? \$

Balance you are owed \$

How were you compensated for your labor?  Hourly  By the Job  Other

If hourly,

Total hours worked on the project

Hourly rate

If you are compensated by any method other than hourly, please explain the method of compensation

### Miscellaneous

Is there any additional information we should know

## WARNING AND DISCLOSURE

**WARNING, YOU HAVE ONLY NINETY (90) DAYS FROM THE DAY OF LAST FURNISHING LABOR TO RECORD YOUR CLAIM OF LIEN, OR SERVE YOUR NOTICE OF NON-PAYMENT IF IT IS A BONDED PROJECT. PLEASE MAKE SURE THAT WE RECEIVE YOUR REQUEST IN TIME TO PERFORM THE NECESSARY SERVICES.**

While we will make every reasonable effort to assist you, however, we cannot guarantee our ability to timely prepare and/or record a Claim of Lien requested near the deadline.

**DUE TO RISKS OF LOSS OF INFORMATION INHERENT IN ELECTRONIC TRANSMISSIONS OF INFORMATION, DANIEL MOODY, P.A. ASSUMES NO RESPONSIBILITY FOR THE PREPARATION OF A CLAIM OF LIEN OR NOTICE OF NON-PAYMENT UNLESS WE ACKNOWLEDGE RECEIPT OF THE INFORMATION REQUESTED ABOVE AND NOTIFY YOU IN WRITING BY E-MAIL OF OUR AGREEMENT TO PROVIDE THE REQUESTED SERVICES.**

Unless we otherwise agree in writing, we are not responsible for preparation of any documents requested unless and until we have received payment for our services.

I have read and understand the foregoing information and hereby acknowledge my consent.