



Lien Request Form for Materials & Equipment Suppliers

NOTE: DO NOT USE THIS FORM if you provided any labor as part of your contract other than delivery or equipment assembly. If you provided labor, use the subcontractor request form.

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 business name:

Is your business a sole proprietorship partnership corporation limited liability company

Your business address

City State Zip

Contact person

Name of person signing documents on your behalf

Title of person signing documents on your behalf

FirstName

LastName

Phone

Fax

Email

Description of the materials you furnished

Important Dates

Date you first furnished materials to the project

Date offsite fabrication of any specially fabricated materials began

Specially fabricated materials are materials which are not generally fitted for, suited for nor readily adaptable to use in a similar improvement and which would have little more than junk value if not used in the particular project.

Date you last furnished materials to the project



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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

Other

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?

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



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Project Owner Information

Project owner's name

Project owner's address

City State Zip

Contact person

Phone number Fax Email

Prime (General) Contractor Information

Prime contractor's name

Prime contractor's address

City State Zip

Contact person

Phone number Fax Email

Your Customer (if other than the prime contractor)

Your customer's name

Your customer's address

City State Zip

Contact person

Phone number Fax Email



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Your Claim Amount

Total amount of materials/equipment furnished \$	<input type="text"/>
Specially fabricated materials manufactured but not yet furnished \$	<input type="text"/>
Balance you are owed	<input type="text"/>
Do you have a signed credit agreement with your customer?	<input type="radio"/> Yes <input type="radio"/> No
Do you have a signed personal guaranty?	<input type="radio"/> Yes <input type="radio"/> No
Did you deliver to the project all materials/equipment for which you are seeking payment?	<input type="radio"/> Yes <input type="radio"/> No
Do you have copies of all unpaid invoices?	<input type="radio"/> Yes <input type="radio"/> No
Do you have copies of monthly statements?	<input type="radio"/> Yes <input type="radio"/> No
Is there a default rate of interest in your credit agreement and/or invoices?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, what is the default rate of interest	<input type="text"/>
If yes, how many days after does interest begin to accrue	<input type="text"/>

Miscellaneous

Is there any additional information we should know



Lien Request Form for Materials & Equipment Suppliers (continued)

WARNING AND DISCLOSURE

WARNING, YOU HAVE ONLY NINETY (90) DAYS FROM THE DAY OF LAST FURNISHING LABOR, SERVICES OR MATERIALS 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.