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## Lien Request Form for Professional Lienor

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

Phone

Fax

Email

Description of the labor, services or materials you furnished

### Important Dates

Date you first furnished services to the project

Date you last furnished labor, materials or services to the project (do not count punchlist, warranty or corrective work, or work of inconsequential value)

I/we are still on the project



## Lien Request Form for Professional Lienor

### 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?  
(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

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

and Page Number

### Project Owner Information

Project owner's name

Project owner's address

City

State

Zip

Contact person

Phone number

Fax

Email



## Lien Request Form for Professional Lienor

Is your contract with the owner of the project?  Yes  No

If no, was the property improved using your design services or under your supervision?  Yes  No  don't know

If no, was a payment bond provided on the project by the prime contractor?  Yes  No  don't know

If yes, please provide a copy if you have one

### Prime Contractor Information (if other than your client)

Prime contractor's name

Prime contractor's address

City  State  Zip

Contact person

Phone number  Fax  Email

### Information on your client (if other than the owner & contractor)

Your customer's name

Your customer's address

City  State  Zip

Contact person

Phone number  Fax  Email

### Professional License

Are you properly licensed for the professional services you provided?  Yes  No



## Lien Request Form for Professional Lienors (continued)

### Your Claim Amount

Your base contract amount \$	<input type="text"/>
Approved change orders \$	<input type="text"/>
Change orders submitted, but not yet approved or rejected \$	<input type="text"/>
Disputed/denied change orders \$	<input type="text"/>
<b>Claimed Total Contract Sum \$</b>	<input type="text"/>
Balance you are owed \$	<input type="text"/>
Do you have a written contract?	<input type="radio"/> Yes <input type="radio"/> No
Is it signed by your customer?	<input type="radio"/> Yes <input type="radio"/> No
Does your contract provide a default rate of interest on monies owed?	<input type="radio"/> Yes <input type="radio"/> No
If yes, what is the default rate of interest	<input type="text"/>
Are you claiming delay damages or business interruption damages?	<input type="radio"/> Yes <input type="radio"/> No
Has your customer asserted any claims for delay damages, negligence, or provided any other explanation for nonpayment?	<input type="radio"/> Yes <input type="radio"/> No

### Miscellaneous

Is there any additional information we should know



## Request Form for Materials & Equipment Suppliers (continued)

### WARNING AND DISCLOSURE

**WARNING, YOU HAVE ONLY NINETY (90) DAYS FROM THE DAY OF LAST FURNISHING SERVICE TO RECORD YOUR CLAIM OF LIEN, OR SERVE YOUR NOTICE OF NON-PAYMENT IF IT IS A BONDED PROJECT AND YOUR CONTRACT IS WITH SOMEONE OTHER THAN THE OWNER. 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.

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Submit