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## Lien Request Form for Subcontractors & 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 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 labor, materials or services 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 labor, materials or services to the project (do not count punchlist, warranty or corrective work, or work of inconsequential value)

We are still on the project



## Lien Request Form for Subcontractor & Sub-subcontractor (continued)

### 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



**Lien Request Form for Subcontractors & Sub-Subcontractors  
(continued)**

**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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## Lien Request Form for Subcontractor & Sub-subcontractor (continued)

### Your Construction Licensing

Are you required to hold any state or local construction licenses or local certificates of competency for any portion of the labor or services you furnished?  Yes  No

Do you hold the appropriate license(s) or certificates of competency?  Yes  No

### Your Claim Amount (if requesting a Claim of Lien or Notice of Nonpayment)

Your base subcontract amount \$

Approved change orders \$

Change orders submitted, but not yet approved or rejected \$

Disputed/denied change orders \$

**Claimed Total Subcontract Sum: \$**

Balance you are owed

Do you have a written contract?  Yes  No

Is it signed by your customer?  Yes  No

Does your contract provide a default rate of interest on monies owed?  Yes  No

If yes, what is the default rate of interest

Are you claiming delay damages or business interruption damages?  Yes  No

Has your customer asserted any claims for delay damages, defects in workmanship or materials you furnished, or provided any other explanation for nonpayment?  Yes  No

If so, explain here:

### Miscellaneous

Is there any additional information we should know



**Lien Request Form for Subcontractor & Sub-subcontractor  
(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.