



MECHANIC'S LIEN INFORMATION SHEET

- I. Your Company Name: _____
 Address: _____
 Phone No.: _____
 Authorized representative who will sign lien notice: _____
- II. Amount of lien: \$ _____
- III. Contractor with whom you contracted: _____
 Address: _____
- IV. General Contractor or CM (if different from III): _____
 Address: _____
- V. Owner of project property: _____
 Address of owner: _____
- VI. Legal description of project: _____
 (Attach deed or legal description, if available)
- VII. Common address of project: _____
- VIII. Specific description of work and materials furnished by client to project:

- IX. Original contract amount: \$ _____
 Changes and extras: \$ _____
 Total paid to date: \$ _____
 Total unpaid: \$ _____
- X. First date of work on project: _____
 Last date of work on project: _____

****TO BE SAFE, INFORMATION SHOULD BE PROCESSED AND SENT TO THIS OFFICE WITHIN 45 DAYS OF THE LAST DATE OF NON-WARRANTY / PUNCH LIST WORK ON THE PROJECT. ****