



INFORMATION NEEDED TO PREPARE A LIEN

1. Is the project residential or commercial?
2. Is the Contract with the owner of the property or the prime contractor?
3. Copy of Contract or P.O.
4. Name and address of property owner.
5. Name and address of prime contractor.
6. Name of project/subdivision.
7. Property location map.
8. Property address and/or lot # including county.
9. Map and Parcel # for property.
10. Type of service/material/labor supplied to the project.
11. Commencement date (ground breaking) of the project.
12. Beginning date of your work on the project.
13. Total amount invoiced to date with a copy of the invoices.
14. Amount owed or unpaid on the project.
15. Last date of your work on the project.
16. Date entire project was completed.
17. Any "Notice of Completion" recorded?
18. Any payment bonds issued?

Transmit information to:

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