

LienWriter.com

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LIEN WRITER FORMS

1. [Preliminary Notice](#)
A declaration of rights that displays the right to lien.
2. [Commencement Notice](#)
Notice of commencement of work (only for the General Contractor and / or the Owner).
3. [Lien Waiver and Release of Rights](#)
Evidence that the debtor has paid under certain conditions.
 - *Conditional of Progress*: Payment subject to conditions
 - *Unconditional on Progress*: Payment to present with no requirement
 - *Conditional on Final*: Completely paid subject to conditions.
 - *Unconditional Final*: Paid in Full – No conditions
4. [Lien Warning Notice](#)
Establishes under State Law that there is an intent to Lien (not req'd. in CA).
5. [Bond or Lien Claim & Stop Notice](#)
For public, private, and government bodies.

[Lien Claim](#)

- Public (State & County jobs)
- Mechanic's Lien (private)
- Miller Act Form (Federal – primarily funded by a Federal agency)

6. [Stop Notice](#)
For applicable state, and order to the lender to withhold funds until the client has paid.

[Bond Notice](#)

A letter to the Bonding or Surety Company sent along with the Lien Claim.
Not a legal document.

7. [Amend Private Lien Claim](#)
The same as a Bond or Lien Claim, but documents read 'Amended'.
In this case, it is important to keep within statutory time for filing.
8. [Bond or Lien Claim Extension](#)

Used mostly with a Promissory Note outlining the pay-off date, an agreement with the owner to extend the Lien Claim past its statutory limit for placing of a Mechanic's Lien. Consists of a 90 day period to perfect the Lien, to file suit, and to enforce the Lien, on top of the 90 days to file a Mechanic's Lien.

9. [Bond or Lien Claim Release](#)

It is possible to do a partial Lien Release, but not a partial Stop Notice

[Options](#)

- Partial Release
- Withdrawal only (without prejudice)
- Lien or Bond Release
- Stop Notice Release (if a Full Release)
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10. [Retraction Notice](#)

Not required by law. A retraction of a Preliminary Notice without prejudice.

11. [Joint Check Agreement](#)

States that Subcontractor, Subcontractor or the Subcontractor, and / or Supplier must sign all checks.

12. [Promissory Note](#)

Not a requirement, it is provided with the Lien Extension agreement.

13. [Escrow Agreement](#)

Different from the Preliminary Notice. You do not have to have one for escrow. The escrow is handled by a 3rd party, and they all agree how the money should be distributed.

14. [Request for Job Information](#)

Options for a Simple or Extended (detailed).

15. [Materials From Paid Stock](#)

Release of liability for goods delivered, generally to a company. Not specifically for a particular job.

16. [Labor Release](#)

For people who have potential labor claims. States that they have been paid in full, and relinquish any claim against said property. It is most often required by larger companies. It is used mostly in Nevada.

17. [Personal Service Form](#)

A personally served Preliminary Notice. Used in every state but Arizona.

18. [Notary Jurat Form](#)

Used for signer verification on Mechanic's Liens and other documents.

19. [Print Record Data](#)

Prints all data as a report.

20. [Print Preliminary Info](#)

The information on a Preliminary Notice formatted for claims made against the supplier.

21. Collection Assignment

For collection agencies. A Notice of Completion needs to be filed 30 days from the date of filing to do a Mechanic's Lien.