

WANTED

Mechanic's Lien Rights

Obtaining complete job information (a.k.a. project information) is critical to securing mechanic's lien & bond claim rights.

Job Information

Job Information is any/all information related to a given construction project, including relevant party information and identifying project information.

Importance

Project information provides the information necessary to protect mechanic's lien and bond claim rights.

The project type, the state in which the project is located, and who you sold to within the ladder of supply will dictate notice requirements and action deadlines.

JOB INFORMATION SHEET

The following is required on all jobs:

- This job information sheet needs to be filled out completely.
- A signed purchase order identifying the project and stating the approximate material requirements.

A. Project Type Private Public Federal Residential Commercial Rental
 One Building Multiple Buildings New Construction Improvement Copy of Payment Bond

B. Materials to be Furnished Materials Labor Mat'ls & Labor Spec Fab Mat'ls Spec Fab Mat'ls & Labor
Amount \$ _____ Starting Date _____

Description _____

C. Customer Information
Name _____ Phone _____
Address _____
City _____ State _____ Zip _____ Email _____

D. Customer's Relationship to Job
 Owner General Contractor Subcontractor Other (specify): _____
Is the customer installing materials (if applicable?) Yes No

E. Job Location
Name _____ Phone _____
Address _____
City _____ State _____ Zip _____ Email _____

F. Owner/Awarding Authority
Name _____ Phone _____
Address _____
City _____ State _____ Zip _____ Email _____

G. Lending Company
Name _____ Phone _____
Address _____
City _____ State _____ Zip _____ Email _____

H. General Contractor
1. Name _____ Phone _____
Address _____
City _____ State _____ Zip _____ Email _____
2. Surety Name _____ Bond # _____
Address _____ Phone _____
City _____ State _____ Zip _____ Email _____

I. Contractor (if other than customer)
1. Name _____ Phone _____
Address _____
City _____ State _____ Zip _____ Email _____
2. Surety Name _____ Bond # _____
Address _____ Phone _____
City _____ State _____ Zip _____ Email _____

J. Architect
Name _____ Phone _____
Address _____
City _____ State _____ Zip _____ Email _____

To be completed by customer if no separate purchase order exists.
Estimated Quantity _____ Estimated \$ Value _____ Materials _____
Please forward completed form to **Credit Department**
Customer Signature _____

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REWARD IF FOUND

Details Needed

- Project Name & Address
- Owner/Awarding Authority (name/contact info for property owner and tenant, if leasehold interest)
- Project Type (Private, Public or Federal)
- Description of Materials/Services provided and Furnishing Dates

- Name & Contact Info for Parties in the Ladder of Supply (i.e. GC, Subcontractor, Surety, Lender, Designee etc.)

Additional Project Details: New Construction vs. Improvement, One Building or Multiple Buildings, Highway/DOT project

If you or someone you know needs help with obtaining job information, contact NCS today!

NCS CREDIT

From Protection to Collection

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This information is provided with the understanding that the publisher is not engaged in rendering legal advice. NCS recommends retaining an attorney for each case.