

INSTRUCTIONS FOR CLAIM OF LIEN

This form is used to assert a claim of lien against a particular piece of real estate, for money owed by the owner of the real estate for labor or material that you provided for improvements to that particular piece of property. A lien is claim against a piece of real estate that must be paid off prior to the property being transferred or sold. This type of lien is often referred to as a mechanic's lien and may, generally, be filed by anyone who has supplied labor and/or materials for the improvement of a piece of real estate. This form must be signed in front of a notary public and then must be filed in the recorder's office of the county in which the property is located. Finally, at the time that you record this Claim of Lien, you will need to make two (2) copies of the Claim of Lien with the recorder's file stamp on it. Keep one copy for your records and mail one copy (on the same date that it was recorded) to the owner of the property, by USPS certified mail, with a return receipt requested.

!!This form must now print on one side only, which will now make this form 2 sheets.

Recording requested by: _____ 1
When recorded, mail to: _____

Name: _____ 2
Address: _____ 3
City: _____ 4
State/Zip: _____ 5

Space above reserved for use by Recorder's Office
Document prepared by:
Name: _____ 6
Address: _____ 7
City/State/Zip: _____ 8

CLAIM OF LIEN

State of _____ 9
County of _____ 10
I, _____ 11, being duly sworn, state the following:
In accordance with an agreement to provide labor and/or material, I did furnish the following labor and/or materials:
_____ 12
on the following described real property located in _____ 13 County,
State of _____ 14, commonly known as:
_____ 15
and legally described as:
_____ 16
which property is owned by _____ 17, whose address is _____ 18
of a total value of \$ _____ 19, of which there remains unpaid \$ _____ 20
and I further state that I furnished the first of the items on the date of _____ 21, and the
last of the items on the date of _____ 22.
I hereby, under the laws of the State of _____ 23, claim a lien against the above-described property
in the amount of money, stated above, which remains unpaid to me.

To prepare this Claim of Lien, simply fill in the following information:

1. Name of person requesting recording of this claim (you)
2. Name of person to whom the recorded claim should be mailed to by the recorder's office (generally you)
3. Street address where claim should be mailed
4. City where claim should be mailed
5. State and Zip Code where claim should be mailed
6. Name of person preparing document
7. Address of person preparing document
8. City, State, and Zip Code of person preparing document
9. State in which Notary is located
10. County in which Notary is located
11. Name of person claiming lien (you)
12. Description of labor and/or materials provided
13. County where labor or materials were provided
14. State where labor or materials were provided
15. Street address where labor or materials were provided
16. Legal description of property (obtain from recorder's office or county tax office)
17. Owner of property
18. Address of owner of property
19. Total value of all labor and/or materials provided
20. Value of labor and/or materials that remain unpaid
21. Date on which first labor and/or materials were provided
22. Date on which last labor and/or materials were provided
23. State in which property is located
24. Signature of person claiming lien (you)
25. Name of person claiming lien
26. Address of person claiming lien

The following should be completed by a notary public:

27. Date when notarized
28. Name of person claiming lien
29. Notary Signature
30. County where document is notarized
31. State where document is notarized
32. Expiration date of Notary Public's commission
33. Official Seal of Notary Public

The following should be completed by the person who mails the Claim of Lien.

34. Name of person mailing copy of claim of lien (generally, you)
35. Date of mailing of claim of lien
36. Name of owner of property
37. Address of owner of property
38. Date
39. Signature of person mailing claim of lien
40. Name of person mailing claim of lien

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher and author are not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the services of a competent professional person should be sought.

From a Declaration of Principles jointly adopted by a Committee of the American Bar Association and a Committee of Publishers

DISCLAIMER AND TERMS OF USE

Because of possible unanticipated changes in governing statutes and case law relating to the application of any information contained in this form, the author, publisher, and any and all persons or entities involved in any way in the preparation, publication, sale, or distribution of this form disclaim all responsibility for the legal effects or consequences of any document prepared or action taken in reliance upon information contained in this form. No representations, either express or implied, are made or given regarding the legal consequences of the use of any information contained in this form. Purchasers and persons intending to use this form for the preparation of any legal documents are advised to check specifically on the current applicable laws in any jurisdiction in which they intend the documents to be effective. By using this form, you acknowledge that you do so at your own discretion and without the benefit of legal counsel and that you agree to hold harmless from any and all claims, suits, or damages of any kind whatsoever, without limitation, both Nova Publishing Company and Cardinal Brands, Inc.

Under license from copyright holder © 2006 Nova Publishing Company

Signature of Person Claiming Lien 24

Name of Person Claiming Lien 25
Address of person claiming lien:
_____ 26

On _____ 27, _____ 28, came before me personally and, under oath, stated that he/she is the person described in the above document and that he/she signed the above document in my presence.

Notary Signature 29

Notary Public,
In and for the County of _____ 30 State of _____ 31

My commission expires: _____ 32 Seal _____ 33

CERTIFICATE OF MAILING

I, _____ 34, certify that on this date, _____ 35,
I have mailed a copy of this Claim of Lien by USPS certified mail, return receipt requested, in accordance with the law, to:
Name: _____ 36
Address: _____ 37
Date: _____ 38

Signature of Person Mailing Claim of Lien 39

Name of Person Mailing Claim of Lien 40

Recording requested by: _____
When recorded, mail to: _____

Name: _____
Address: _____
City: _____
State/Zip: _____

Space above reserved for use by Recorder's Office

Document prepared by:
Name _____
Address _____
City/State/Zip _____

CLAIM OF LIEN

State of _____

County of _____

I, _____, being duly sworn, state the following:

In accordance with an agreement to provide labor and/or material, I did furnish the following labor and/or materials:

on the following described real property located in _____ County, State of _____, commonly known as:

and legally described as:

which property is owned by _____, whose address is

_____,
of a total value of \$ _____, of which there remains unpaid \$ _____,

and I further state that I furnished the first of the items on the date of _____, and the last of the items on the date of _____.

I hereby, under the laws of the State of _____, claim a lien against the above-described property in the amount of money, stated above, which remains unpaid to me.

Signature of Person Claiming Lien

Name of Person Claiming Lien

Address of person claiming lien:

On _____, _____ came before me personally and, under oath, stated that he/she is the person described in the above document and that he/she signed the above document in my presence.

Notary Signature

Notary Public,
In and for the County of _____ State of _____

My commission expires: _____ Seal

CERTIFICATE OF MAILING

I, _____, certify that on this date, _____, I have mailed a copy of this Claim of Lien by USPS certified mail, return receipt requested, in accordance with the law, to:

Name: _____

Address: _____

Date: _____

Signature of Person Mailing Claim of Lien

Name of Person Mailing Claim of Lien

INSTRUCTIONS FOR WAIVER & RELEASE OF LIEN

This form is used to waive or release a claim of lien against a particular piece of real estate, for money owed by the owner of the real estate for labor or material that you provided for improvements to that particular piece of property. A lien is a claim against a piece of real estate that must be paid off prior to the property being transferred or sold. This type of lien is often referred to as a mechanic's lien and may, generally, be filed by anyone who has supplied labor and/or materials for the improvement of a piece of real estate. This form is used to waive a future lien (give up the right to assert a lien), or to release a lien (state that the reasons for the lien have now been satisfied). It may be used by a homeowner to make certain that any contractors or subcontractors release a lien that they, themselves, have filed against a particular piece of real estate. To effectively release a lien, this form must be signed in front of a notary public and then must be filed in the recorder's office of the county in which the property is located.

Recording requested by: _____ 1
When recorded, mail to: _____

Name: _____ 2
Address: _____ 3
City: _____ 4
State/Zip: _____ 5

Space above reserved for use by Recorder's Office

Document prepared by:
Name: _____ 6
Address: _____ 7
City/State/Zip: _____ 8

WAIVER AND RELEASE OF LIEN

State of _____ 9
County of _____ 10

I, _____ 11, being duly sworn, state the following:

I am employed by _____ 12, whose address is _____ 13
_____, I have furnished labor and/or materials described as:

_____ 14

for work done at the address of _____ 15, the legal property description of which is:

_____ 16

and which is owned by _____ 17, whose address is _____ 18

_____, and I do hereby state I have been paid in full for the above-mentioned labor and/or materials and I do unconditionally waive all liens or claims of liens relating to this labor and/or materials that I have or had on the foregoing real property.

Signature of Person Waiving Lien _____ 19
Name of Person Waiving Lien _____ 20

Address of person waiving lien: _____ 21

On _____ 22, _____ 23, came before me personally and, under oath, stated that he/she is the person described in the above document and that he/she signed the above document in my presence.

Notary Signature _____ 24

Notary Public,
In and for the County of _____ 25 State of _____ 26

My commission expires: _____ 27 Seal _____ 28

!!This form must now print on one side only, which will now make this form 2 sheets.

To prepare this Waiver & Release of Lien, simply fill in the following information:

1. Name of person requesting recording of this waiver and release
 2. Name of person to whom the recorded waiver and release should be mailed to by the recorder's office
 3. Street address where waiver and release should be mailed
 4. City where waiver and release should be mailed
 5. State and Zip Code where waiver and release should be mailed
 6. Name of person preparing document
 7. Address of person preparing document
 8. City, State, and Zip Code of person preparing document
 9. State in which Notary is located
 10. County in which Notary is located
 11. Name of person waiving and releasing lien
 12. Name of employer of person waiving and releasing lien (may be "self-employed")
 13. Address of employer (your address if self-employed)
 14. Description of labor and/or materials provided
 15. Street address where labor or materials were provided
 16. Legal description of property (obtain from recorder's office or county tax office)
 17. Owner of property
 18. Address of owner of property
 19. Signature of person waiving and releasing lien
 20. Name of person waiving and releasing lien
 21. Address of person waiving and releasing lien
- The following should be completed by a notary public:**
22. Date when notarized
 23. Name of person waiving and releasing lien
 24. Notary signature
 25. County where document is notarized
 26. State where document is notarized
 27. Expiration date of Notary Public's commission
 28. Official Seal of Notary Public

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher and author are not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the services of a competent professional person should be sought.

From a Declaration of Principles jointly adopted by a Committee of the American Bar Association and a Committee of Publishers

DISCLAIMER AND TERMS OF USE

Because of possible unanticipated changes in governing statutes and case law relating to the application of any information contained in this form, the author, publisher, and any and all persons or entities involved in any way in the preparation, publication, sale, or distribution of this form disclaim all responsibility for the legal effects or consequences of any document prepared or action taken in reliance upon information contained in this form. No representations, either express or implied, are made or given regarding the legal consequences of the use of any information contained in this form. Purchasers and persons intending to use this form for the preparation of any legal documents are advised to check specifically on the current applicable laws in any jurisdiction in which they intend the documents to be effective. By using this form, you acknowledge that you do so at your own discretion and without the benefit of legal counsel and that you agree to hold harmless from any and all claims, suits, or damages of any kind whatsoever, without limitation, both Nova Publishing Company and Cardinal Brands, Inc. Under license from copyright holder © 2006 Nova Publishing Company

Recording requested by: _____
When recorded, mail to: _____

Name: _____
Address: _____
City: _____
State/Zip: _____

Space above reserved for use by Recorder's Office

Document prepared by:
Name _____
Address _____
City/State/Zip _____

WAIVER AND RELEASE OF LIEN

State of _____

County of _____

I, _____, being duly sworn, state the following:

I am employed by _____, whose address is

_____, I have furnished labor and/or materials described as:

for work done at the address of _____, the legal property
description of which is:

and which is owned by _____, whose address is

_____, and I do hereby state I have been paid in full for the above-mentioned
labor and/or materials and I do unconditionally waive all liens or claims of liens relating to this labor and/or materials that I
have or had on the foregoing real property.

Signature of Person Waiving Lien

Name of Person Waiving Lien

Address of person waiving lien:

On _____, _____, came before me personally and, under oath, stated that he/she is the person described in the above document and that he/she signed the above document in my presence.

Notary Signature

Notary Public,
In and for the County of _____ State of _____

My commission expires: _____

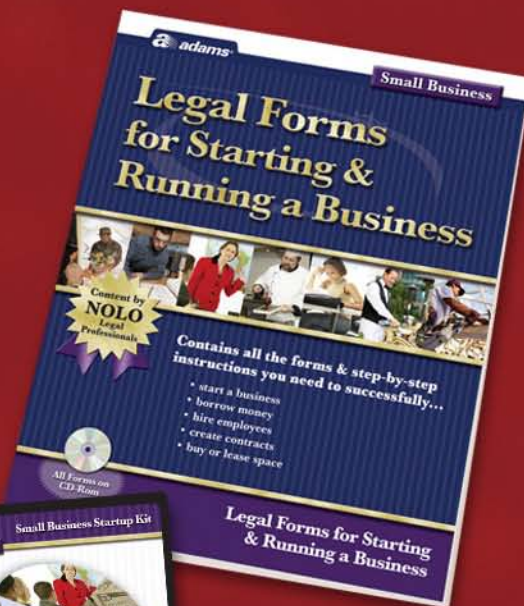
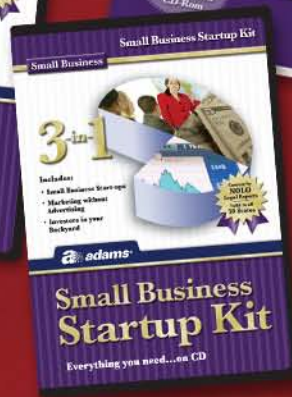
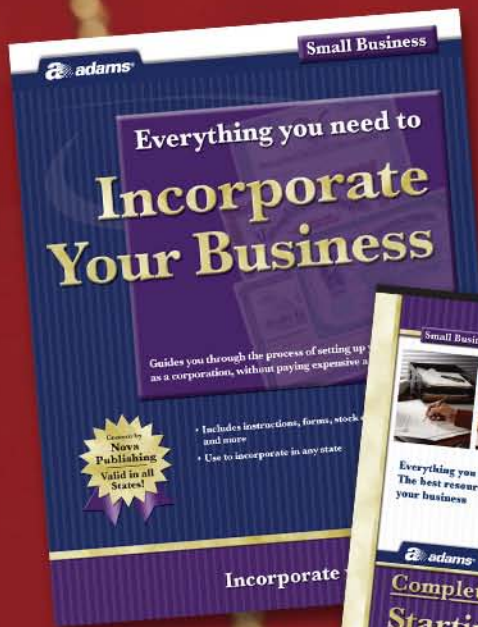
Seal

receive

the best Legal



advice for small business...



without high
Legal

costs!

www.cardinalbrands.com/adams