



HELLMUTH & JOHNSON PLLC

ATTORNEYS AT LAW

**MECHANIC'S LIEN INTAKE FORM**

**Client Information**

1. Actual legal name of company claiming the lien: \_\_\_\_\_  
\_\_\_\_\_
2. Current address: \_\_\_\_\_
3. Contact person and telephone number: \_\_\_\_\_  
\_\_\_\_\_
4. Person who will sign lien (preferably an Owner, Partner or Officer of the corporation):  
\_\_\_\_\_
5. His/Her title: \_\_\_\_\_
6. County where client's office is located: \_\_\_\_\_
7. Business is: \_\_\_\_\_ Individually owned    \_\_\_\_\_ Partnership    \_\_\_\_\_ Corporation
8. State of incorporation: \_\_\_\_\_

**Work Performed Information**

9. Legal Description of Property on which you performed Work: \_\_\_\_\_  
\_\_\_\_\_
10. County where Property is located: \_\_\_\_\_
11. Street address of the Property: \_\_\_\_\_
12. Dollar amount of claim\*: \_\_\_\_\_  
\*Do not include any amount for Work that has not been performed yet. List any interest or finance charges separately. Intentional overstatement of the lien will result in loss of the entire lien, and possible monetary sanctions.
13. Your first date of Work (includes delivery of equipment and materials): \_\_\_\_\_
14. Your last date of Work (does not include warranty work): \_\_\_\_\_

15. Current Property Owner(s) address: \_\_\_\_\_
16. Name and employer of person that directed you to do the Work: \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_
17. Name(s) of any Bank(s) financing the construction, if known: \_\_\_\_\_  
 \_\_\_\_\_
18. Brief description of Work/Improvements you provided to the Property: \_\_\_\_\_  
 \_\_\_\_\_
19. Was pre-lien notice given to the property owner before beginning work?: \_\_\_\_\_
20. Please attach copies of any Agreements, Contracts, Invoices, Change Orders, Lien Waivers, Pre-Lien Notice and any other information that may be helpful.

**PLEASE TELL US WHAT WE SHOULD DO:**

- VERIFY ONLY PROPERTY OWNERSHIP AND LEGAL DESCRIPTION; ALL OTHER INFORMATION SHALL BE RELIED UPON AS GIVEN.
- VERIFY ONLY THE INFORMATION CONTAINED ON THE FOLLOWING LINE NUMBERS OF THIS FORM, ALL OTHER INFORMATION SHALL BE RELIED UPON AS GIVEN:
- \_\_\_\_\_
- \_\_\_\_\_

UNLESS OTHERWISE STATED ABOVE, I ACCEPT RESPONSIBILITY FOR THE INFORMATION PROVIDED AS BEING COMPLETE AND CORRECT.

Signed on behalf of the Lien Claimant:

By: \_\_\_\_\_ (signature) \_\_\_\_\_ (print your name)

Its: \_\_\_\_\_

Dated \_\_\_\_\_

**SO THAT WE MAY HAVE ADEQUATE TIME TO PROCESS YOUR LIEN FOR FILING, THIS FULLY COMPLETED SHEET MUST BE RECEIVED BY HELLMUTH & JOHNSON, PLLC NO LATER THAN 90 DAYS AFTER YOUR DATE OF LAST WORK.**