

LAW OFFICES OF BOBBY JONES, P.A.

ROBERT S. JONES II, ESQ.

Email - bjones@bobbyjoneslaw.com

HEATH C. MURPHY, ESQ.

Email - hmurphy@bobbyjoneslaw.com

OFFICE LOCATION: 6570 30TH AVENUE NORTH, ST. PETERSBURG, FL 33710

MAILING ADDRESS: PO BOX 41643, ST. PETERSBURG, FL 33743

PHONE: 727-571-1333

FAX: 727-573-1321

CLAIM OF LIEN REQUEST FORM

Please provide the information and documents requested below and return the information by facsimile or email.

1. Your full business name: _____

2. Is your business a sole proprietorship, partnership, corporation, or limited liability co.?

3. Your business' mailing address: _____

4. Name and title of person signing lien: _____

5. County where job was located: _____

6. Address where job is located: _____

7. Name of Property Owner: _____

8. Full name of company/person your contract is with: _____

9. Describe or list the work, services or materials you provided: _____

10. Is a local or state construction industry license required for the work you performed? _____

11. Is your business properly licensed to perform the work? _____

12. Name of owner of property to be liened: _____

13. Total value of improvement or services you have already provided, including extras and change order work. If you manufactured specially manufactured goods for the project, separately account for the manufactured goods which have been installed at the project and those that have been manufactured but not yet installed. (Do not include future work you have not yet performed. You may not lien for work not yet performed)

14. State the balance owed you for work performed or materials provided to date: _____

15. State the date that the balance in paragraph 13 was due: _____

16. First date you supplied work or materials to the site: _____

17. Date of last work or last furnishing of materials to the project. (Do not include warranty, punch list or corrective work in determining this date)

18. What was your role on the project? Check one
- a. Contractor or supplier with direct contract with owner: _____
 - b. Subcontractor or supplier to Contractor: _____
 - c. Sub-subcontractor or supplier to subcontractor: _____
 - d. Supplier to a sub-subcontractor: _____
19. Date your NTO was signed for as received, or date you mailed it if it was not claimed or returned for reasons that are not your fault:
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20. Date you served the NTO upon the Contractor and any others above you in the hierarchy of contracts, if applicable:
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List of Documents Needed

- 1. Notice to Owner
- 2. Proof of Delivery for Notice to Owner
- 3. Contract
- 4. Statement of Account
- 5. All Outstanding Invoices

WARNING, IF YOUR CONTRACT IS NOT WITH THE PROPERTY OWNER YOU HAVE ONLY FORTY-FIVE (45) DAYS FROM THE DAY OF FIRST WORKING OR FIRST SUPPLYING MATERIALS TO SERVE YOUR NOTICE TO OWNER. FAILURE TO PROPERLY SERVE YOUR NOTICE TO OWNER MAY TERMINATE YOUR ABILITY TO FILE A VALID CLAIM OF LIEN.

WARNING, YOU HAVE ONLY NINETY (90) DAYS FROM THE DAY OF LAST WORKING OR LAST SUPPLYING MATERIALS TO RECORD YOUR CLAIM OF LIEN, OR SERVE YOUR NOTICE OF NON-PAYMENT IF IT IS A BONDED PROJECT. PLEASE MAKE SURE THAT THIS INFORMATION IS RECEIVED BY OUR OFFICE IN TIME TO PREPARE THE CLAIM OF LIEN AND RETURN IT TO YOU TO EXECUTE.