

IIC Sample Lien Form

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Case category

☐ Mechanics lien, ☐ Construction claim, ☐ Delay claim, ☐ Payment Bond claim

Client category

☐ Subcontractor, ☐ General Contractor, ☐ Prime General Contractor, ☐ Construction Manager, ☐ Supplier, ☐ Architect, ☐ Engineer, ☐ Specialty Contractor, ☐ 2nd or 3rd tier Subcontractor

Lienor _____

Project Name _____

General Contractor _____

Construction Manager _____

End User Client _____

Mechanics Lien Balance _____

Construction Claim Balance _____

General Contractors Project Mgr. _____

General Contractors Principal _____

Date of Last Progress Payment _____

Telephone numbers of Project Managers _____

Cellular numbers for General Contractors Principal _____

Mechanics Lien & Construction Claim Checklist

- | | | |
|------------------------------|---------------------------------------|------------------------------------|
| A- Signed Contract | G- Promissory Notes | O- Related Correspondence |
| B- Proposal | H- Copy of mechanics lien | P- Back charges |
| C- Invoices/Statements | I- Job tickets | Q- Project meetings Correspondence |
| D- Correspondence | J- Subcontractor Agreements | R- Expeditors correspondence |
| E- Change Orders | K- Copy of final punch list | S- Name of project architect |
| F- Copy of Progress Payments | L- Payment Requisition | T- Copy of filed legal action |
| | M- Copy of payment & performance bond | |
| | N- Partial Waiver | |

Attention IIC Client – Submit all relevant documentation to enable a positive end result