

NEW JERSEY MECHANIC'S LIEN INTAKE SHEET

Client: _____

File#: _____

Date: _____

1. Do you have a written and signed contract, purchase order and/or delivery ticket: Yes No

2. If Yes, what is the date of the written and signed contract, purchase order and/or delivery ticket:

3. If No, you are NOT entitled to file a Lien

4. Is the Project a Public or Private Improvement: Public Private

5. If Public, what is the name of the public agency, municipality, authority, etc.: _____

6. If Public, what is the public agency, municipality, authority's:

Project Name: _____

Contract #: _____

Description of the public improvement: _____

General Description of the contract: _____

7. If Private, what is the property address and Section, Block and Lot(s) of the project:

a. Address: _____

b. Section: _____ Block: _____ Lot(s) _____

8. If Private, what is the name and address of the owner of the property:

a. Name: _____

b. Address: _____

9. What is the name and address of the contractor for whom you furnished labor and materials:

10. What is the name and address of the general contractor and/or construction manager for the project

continued on next page

Tri State Lien, Inc.

11 Martine Avenue, White Plains, New York 10606

Phone: (877) 543-6488 • Fax: (914) 686-4493 • www.tristateliens.com

NEW JERSEY MECHANIC'S LIEN INTAKE SHEET *continued*

11. Describe the labor performed: _____

12. Describe the materials furnished: _____

13. Set forth the following:

a. Total Contract amount (written signed contract) \$ _____

b. Written and Signed Amendments/Change Orders to Contract: \$ _____

c. Total Contract Amount and Written Amendments to Contract: \$ _____

d. Less:

i. Work Not Yet Performed: \$ _____

ii. Agreed upon credits: \$ _____

iii. Contract amount paid to date: \$ _____

iv. Amendments to Contract amount paid to date: \$ _____

e. Total Reductions From Contract Amount and Amendments to Contract: \$ _____

f. TOTAL LIEN CLAIM AMOUNT (Including Retainage for Work performed): \$ _____

14. What is the date of the provision of the last work, services, material or equipment for which payment is claimed: _____

By signing below, Customer agrees to Tri State Lien, Inc.'s terms and conditions, states that all information provided is accurate and that Tri State Lien, Inc. can rely on the accuracy of the information provided by Customer, assumes all responsibility for all information provided and acknowledges that Tri State Lien, Inc. is not acting as an attorney, does not guaranty the timely filing of any Mechanic's Lien and/or Initial Bond Notice and limits its liability to the cost paid by Customer to file the Mechanic's Lien.

By: _____

Name: _____

Title _____

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