

**PRELIMINARY NOTICE
AND
MECHANIC'S LIEN
ORDER FORM**

A Mechanic's Lien is a security interest in the title to real property. The purpose of the lien is to prevent landowners from benefitting from improvements to their property, such as labor and/or materials, without paying for the improvements. Mechanic's Lien rights are governed by statute and require strict compliance with the statutory deadlines. Missing a deadline can result in the loss of your right to file or enforce a lien.

A Preliminary Notice must be filed within 20 days of your first work on the project, or within 20 days after the notice of commencement is filed.

A Mechanic's Lien is filed with the County Recorder of the County where the property is located. You must file your Mechanic's Lien within 90 days after the Notice of Completion is filed, or 180 days after final completion of work if no Notice of Completion is filed.

FAX ORDER TO 801-951-4915

1. Tell Us About Yourself

Company: _____ Contact: _____

Your Address: _____

Phone: _____ Fax: _____

E-Mail: _____

2. Tell Us About The Property

Property Address: _____

City: _____ County: _____ State: _____ Zip: _____

Legal Description of Property: _____

Property Serial No. _____

Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

3. Tell Us About The Work

Date of First Work: _____

Date of Last Work: _____

Description of Your Work/Materials: _____

Attach a current invoice for your work

Have you filed a Preliminary Notice? (Circle One) Yes No

If Yes, what date did you file it? _____

Has a Notice of Commencement Been Filed? (Circle One) Yes No

If Yes, what date was it filed?: _____

Has a Notice of Completion Been Filed? (Circle One) Yes No

If Yes, what date was it filed?: _____

4. Tell Us Some Additional Information

General Contractor: _____

Contact: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

State Construction Registry No. _____

Project Name: _____

What Do You Want?

- Preliminary Notice Cost: \$100.00**
Includes: Drafting Preliminary Notice, filing with State Construction Registry, Sending copy to property owner, sending copy and confirmation to client

- Mechanic's Lien Cost: \$150.00**
Includes: Drafting the lien notice, recording the lien, paying the recording fee, certified notice to property owner, confirmation to client, reminder notice to client at 150 days with list of enforcement options

- Expedited Service Cost \$200.00**
Required for any order submitted within seven (7) days of the filing deadline, but also available at any time

Include fee (payment may be by check or credit card)

Amount to be charged: \$ _____

Credit Card No. _____ Exp. Date _____

SSC/CVV2 Security No. _____
(Usually found on reverse of card on white strip after card number)

Name on Card: _____

Card Holder Billing Address:

Card Billing Address

City State Zip

I hereby authorize Graham H. Norris, Jr. Attorney at Law, P.C. to debit my credit card specified above in the amount indicated. I certify that I am the authorized cardholder of said credit card. I am of age and permitted to enter into this agreement. I hereby confirm and acknowledge this transaction and agree to be bound by it.

Cardholder's Signature Date

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