



# REQUEST FOR FILING A MECHANICS LIEN

d/b/a **Action Lien**

**\*\* Denotes required field**

**(A)\*\* LIENORS INFORMATION**

_____		_____	
Legal name of your company (Lienor)		Your contact name	
_____	_____	_____	
Your phone	Your fax	Your email address	
_____		_____	_____
Your business address (NO P.O. Boxes)		City	State Zip

**(B)\*\* COMPLETE THIS SECTION WITH YOUR CUSTOMERS INFO (PARTY WHO HIRED THE LIENOR)**

_____		
Name of the Company by whom the Lienor was employed or to whom he furnished materials to or with whom the contract was made <i>(Company that hired the Lienor)</i>		
_____	_____	_____
Customer's phone	Customer's fax	Customer's contact name
_____		_____
Customer's business address		City State Zip

**(C)\*\* JOBSITE LOCATION**

_____		_____	_____
Jobsite address		City	State Zip
_____	_____	_____	_____
Job Name (if applicable)	Contract Date (NJ Only)	Contract number (If a public job)	Payment terms-ex. 30 days (If a public job)

**NOTE: if the jobsite is a public job, please state public agency in section (H)**

I am authorized to sign on behalf of the Lienor. I, the Lienor, have authorized Manna & Associates LLC ("Manna") and its representatives, to sign as our agent on these documents pertaining to this property. I understand that I, the Lienor, signing below am the actual filer of the Mechanic's Lien and am the party responsible for sending such document in for filing. I, jointly and severally, agree to the terms, conditions and prices listed on [www.LiensAndCollections.com](http://www.LiensAndCollections.com). All information provided in Sections A through J on this two page form is agreed to and is true and factual and is based on the books and records of the Lienor.

_____	_____	_____	_____
Date	Print Name	Title	Signature of Individual Authorizing Lien

**(D) Complete this section based on the jobsite location** Supply documentation showing the source of the Section/Block/Lot information, otherwise, they may be listed as on the most recent records available. We cannot guarantee the search results. If the jobsite you are liening is in NJ, the law requires that all work be agreed to in writing. You will NOT be asked to supply a copy of the written contract / written change orders to our office at the time of your lien *unless* you worked on a one, two, or three family home, condominium or cooperative.

<b>Property Type</b> (ie: Office Bldg, one family, condo, etc.)	_____	Section	_____	Block	_____	Lot	_____
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**(E) \*\*Legal name of your company (Lienor):** \_\_\_\_\_

Is YOUR company the  Gen Contractor  Subcontractor  Supplier  Architect/ Engineer  Other \_\_\_\_\_

**(F)\*\* Complete this section based on the lienor's labor and material (If the answer is not applicable, then put "None")**

**(F1)** Labor actually performed -Be specific- DO NOT include labor you did not perform \_\_\_\_\_ FIRST & LAST DATE OF LABOR PERFORMED \_\_\_\_\_

**(F2)** Material actually furnished -Be specific -DO NOT include materials still in your possession \_\_\_\_\_ FIRST & LAST DATE OF MATERIAL FURNISHED \_\_\_\_\_

**(F3)** Materials actually manufactured (specifically for this job) but not delivered \_\_\_\_\_

**(G)\*\* Complete this section based on the Contract**

Contract Amount	<b>a</b>	\$ _____
Change Orders	<b>b</b>	\$ _____
Value of Custom Material Mfg- still in your possession (you can lien for these items)	<b>c</b>	\$ _____
Value of Unfinished Portion of the contract - Do not include Value of Line (c )	<b>d</b>	\$ _____
Backcharges	<b>e</b>	\$ _____
Total Payments	<b>f</b>	\$ _____
Amount to be Liened = <b>a + b - d - e - f</b>		\$ _____

*( If your numbers do not add up, please give us a call to discuss your lien )*

DATE OF CONTRACT (NJ ONLY) \_\_\_\_\_

**(I) Complete this section based on your customers status on the project**

Is your customer the:  
 Owner  Gen Contractor  Sub Contractor  Other

**(H) Complete this section if you have additional parties to be served.**

If your customer is not the owner, complete this section with all parties between you and the owner to perfect service, g.c., tenants, etc. Supply documentation showing the source of the owners information, otherwise, the owner may be listed as on the most recent record available. We cannot guarantee the search results.

Owner \_\_\_\_\_

Addr \_\_\_\_\_

Addl Party \_\_\_\_\_

Addr \_\_\_\_\_

Addl Party \_\_\_\_\_

Addr \_\_\_\_\_

**(J)\*\*** The Lienor understands that "Manna" is not a lawfirm and information provided is not legal advice. I / We as Lienor(s) indemnify "Manna" and its representatives/employees against any ramifications that may arise from the filing of this lien. "Manna" will only be held liable for the cost of the Mechanic's Lien as billed by "Manna". In addition, the Lienor agrees to be held responsible for all legal costs should "Manna", its employees/representatives incur any, as a result of a lawsuit regarding the filing of this lien. The Lienor understands that any items missing or left blank may cause the lien to be incorrectly filed. I, jointly & severally, agree to the terms, conditions and prices listed on [www.LiensAndCollections.com](http://www.LiensAndCollections.com)

**PAYMENT AUTHORIZATION** Name on Credit Card \_\_\_\_\_ Card # \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Exp Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Additional services - Initial here if you would like Manna & Associates LLC to perform collection services on this debtor. Our terms and prices for these collection services are listed on [www.LiensAndCollections.com](http://www.LiensAndCollections.com)