



REQUEST FOR FILING A MECHANICS 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. 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
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(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.

Property Type (ie: Office Bldg, one family, condo, etc.) _____ **Section** _____ **Block** _____ **Lot** _____



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d/b/a **Action Lien**

**** Denotes required field**

(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

a

\$

Change Orders

b

\$

Value of Custom Material Mfg- still in your possession (you can lien for these items)

c

\$

Value of Unfinished Portion of the contract - Do not include Value of Line (c)

d

\$

Backcharges

e

\$

Total Payments

f

\$

Amount to be Liened = **a + b - d - e - f**

\$

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

(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 be served, 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 _____

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

Is your customer the:

Owner

Gen Contractor

Sub Contractor

Other

(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

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