

NEW YORK MECHANIC'S LIEN INTAKE SHEET

Your Name: _____
Company Name: _____
Position with Company: _____
New York Address: _____
Telephone Number: _____ Facsimile Number: _____
Email Address: _____
Date: _____

1 . Is the Project a Public or Private Improvement: [] Public [] Private

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

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

Project Name: _____

Contract #: _____

Description of the public improvement: _____

General Description of the contract:

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

a . Address: _____

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

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

a . Name: _____

b . Address: _____

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

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

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8 . Describe the labor performed: _____.

9 . Describe the materials furnished: _____.

10 . Describe the materials actually manufactured for but not delivered to the project:
_____.

11 . What is the amount due or to become due for labor and materials actually furnished to the project (include retainage):

Due: _____

12 . What is the agreed price or value of the labor actually performed: _____

13 . What is the amount due for labor actually performed: _____

14 . What is the agreed price or value of the materials furnished: _____

15 . What is the amount due for materials actually furnished: _____

16 . What is the agreed price or value of materials actually manufactured but not yet delivered to the project: _____

17 . What is the amount due for materials actually manufactured but not yet delivered to the project: _____

18 . The total amount for which a lien is to be filed: _____.

19 . What was the date when the money was due: _____.

20 . What is the date the first items of work were performed and materials were furnished:
_____.

21 . What is the date the last items of work were performed and materials were furnished:
_____.

By signing below, Customer agrees to Welby, Brady & Greenblatt, LLP terms and conditions and to have Welby, Brady & Greenblatt, LLP act as its agent in connection with the signing and filing of its Mechanic's Lien, states that all information provided is accurate and that Welby, Brady & Greenblatt, LLP can rely on the accuracy of the information provided by Customer, assumes all responsibility for all information provided and acknowledges that Welby, Brady & Greenblatt, LLP 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 Welby, Brady & Greenblatt, LLP to file the Mechanic's Lien.

By: _____, Customer

Name:

Title: