

## 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*

## 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 Welby, Brady & Greenblatt, LLP terms and conditions, 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 file the Mechanic's Lien.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_