

Express Lien

Notices Fax Order Form

Step 1: Fill out this form

Step 2: Fax it back to us at (866) 293-3669

Step 3: Your notice will be prepared and delivered to the appropriate parties within 5 working days. You'll have access to the document and any delivery confirmations on our Lien Pilot.

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Your Information:

Company Name: _____

Mailing Address (Street, City, State, Zip):

Phone: (____) _____

Fax: (____) _____

Contact Person: _____ Email: _____

Ordered from us before?

If so, you can skip this part, and just give us the email address associated with your account here:

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What Type of Notice Are You Looking to Send?

- Preliminary Notice
- Notice of Intent to Lien
- Recordation of Contract
- Specialized State Notices (Notice of Non-Payment, Notice of Lease, Etc.)
- Other (_____)

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www.expresslien.com

Who Are We Sending Notice To?

Remember, each notice is \$35.00. If there is not enough space on this page to identify all parties, simply make copies of this page, or provide us with a spreadsheet.

Notice One

Name: _____

This person/entity is the:

Property Owner

Prime Contractor

Subcontractor

Other (_____)

Address:

Notice Two

Name: _____

This person/entity is the:

Property Owner

Prime Contractor

Subcontractor

Other (_____)

Address:

Notice Three

Name: _____

This person/entity is the:

Property Owner

Prime Contractor

Subcontractor

Other (_____)

Address:

Notice Four

Name: _____

This person/entity is the:

Property Owner

Prime Contractor

Subcontractor

Other (_____)

Address:

Exact Address Where Work Was Performed:

Address: _____

City: _____ State: _____ Zip: _____

County: _____

Legal Property Description, if known (i.e. Lot, Square, Subdivision)

Your Work Details:

Depending on the type of notice you require, some of these questions may or may not be applicable. If you don't have a response for the question, please leave it blank.

Dollar Amount Owed To You: \$ _____

First Date Materials Provided or Labor Performed: ____/____/____

Last Date Materials Provided or Labor Performed: ____/____/____

Date Amount in Dispute Became Due: ____/____/____

Description of Materials and/or Services Provided:

Note:

If you are asking us to record a contract, or deliver a copy of your lease or contract, please send a copy of that document to us when returning this order form.

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IMPORTANT TERMS OF USE OF THE EXPRESS LIEN SERVICE is incorporated into this Order Form and Contract by reference. You can view these terms of use at:

<http://www.expresslien.com/our-story/terms-of-use/>

By signing below, you are agreeing to these Terms of Use.

Payment:

Credit Card Number: _____ AMEX / VISA / MC / DISC

Expiration: ____/____ CID: _____ Name on Card: _____

Billing Address: _____ City: _____ State: ____ Zip: _____

I agree to the above terms and conditions, and authorize Express Lien to charge my credit card in the amount of \$35.00 for each notice ordered that is sent via ordinary mail, and \$95.00 for each notice that requires recording with a county or parish recorder. Rush charges, if requested, is \$95.00 per notice.

X: _____ **(Signature)**

Printed Name: _____ **Title:** _____

Rush It?

We ordinarily get notice orders out of our door within 5 days of an order. You can rush the order for \$95.00, in which case it the notices will be sent within 1 business day. The notice will be sent through an overnight delivery service within 1 business day of your order. The rush fee is \$95.00 for each notice rushed.

Just check this box: []

Remember, rush orders are subject to our Terms of Use. We guarantee your document gets drafted and sent for recording or delivery within 1 business day from receipt of payment, but this does not guarantee the document will be recorded or actually accepted by the receiving party within 1 business day, or get recorded upon presentment to the county. We will deliver the document within 1 business day to the county or receiving party, but each county has different turn-around recording times, and we cannot guarantee when they will record, and we cannot guarantee that a recipient will accept a parcel.

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