

Request for Notice of Commencement

Return To:

Party Providing Work

Name and Address of Party who provided the Services to the Project, and who is delivering this notice.

Property Owner or Tenant

Name and Address of Property Owner or Tenant

General Contractor

Name and Address of general contractor on the Project.

Description of Project where Services were furnished, including the municipal address of project (**Project**):

The above-identified Party Providing Work requests that you provide it with a copy of the Notice of Commencement filed or prepared in connection with the above-identified project. This request is made pursuant to the Michigan Construction Lien Act.

Signed this ____ day of _____, 20____.

Agent for
Party Providing Work
Signed by: _____

Prepared by, and return Notice of Commencement to:

Notice of Commencement

_____, being duly sworn, deposes and says:

To lien claimants and subsequent purchasers:

Take notice that work is about to commence on an improvement to the real property described in this instrument. A person having a construction lien may reserve the lien by providing a notice of furnishing to the below named designee and the general contractor, if any, and by timely recording a claim of lien, in accordance with law.

A person having a construction lien arising by virtue of work performed on this improvement should refer to the name of the owner or lessee and the legal description appearing in this notice. A person subsequently acquiring an interest in the land described is not required to be named in the claim of lien.

A copy of this notice with an attached form for notice of furnishing may be obtained upon making a written request by certified mail to the named owner or lessee; the designee; or the person with whom you have contracted.

Legal Description of Real Property on which the improvement is being made:

Property Owner or Tenant

Name: _____

Address:

Capacity: Owner Tenant Other

If not owner, name and address of fee owner of The property:

Name and Address of Owner's Designee, if any:

Name and Address of General Contractor, if any:

WARNING TO HOME OWNER

MICHIGAN LAW REQUIRES THAT YOU DO THE FOLLOWING:

- 1. COMPLETE AND RETURN THIS FORM TO THE PERSON WHO ASKED FOR IT WITHIN 10 DAYS AFTER THE POSTMARK ON THE REQUEST.**
- 2. IF YOU DO NOT COMPLETE AND RETURN THIS FORM WITHING (10) DAYS YOU MAY HAVE TO PAY THE EXPENSE INCURRED IN GETTING THE INFORMATION.**
- 3. IF YOU DO NOT LIVE AT THE SITE OF THE IMPROVEMENT, YOU MUST POST A COPY OF THIS FORM IN A CONSPICUOUS PLACE AT THAT SITE.**

YOU ARE NOT REQUIRED TO BUT SHOULD DO THE FOLLOWING:

- 1. COMPLETE AND POST A COPY OF THIS FORM AT THE PLACE WHERE THE IMPROVEMENT IS BEING MADE, EVEN IF YOU LIVE THERE.**
- 2. MAKE AND KEEP A COPY OF THIS FORM FOR YOUR OWN RECORDS**

Subscribed, sworn to and acknowledged before me this _____ day of _____, 20____.

State of _____
County of _____

Notary Public

Signed this ____ day
of _____, 20____.

Signed by: _____
Title: _____

PROOF OF SERVICE AFFIDAVIT

I, _____, being duly sworn, deposes and says that I am over the age of 18 years old, that this affidavit is made upon my own personal knowledge, and that on the ____ day of _____, 20 ____, I served the attached Request for Copy of Notice of Commencement, along with an attached blank Notice of Commencement, to the following parties at these stated addresses:

Property Owner or Tenant

General Contractor

I served the attached document:

By personally delivering the notice to the identified parties;

By First Class Certified or Registered Mail service, return receipt requested, postage prepaid.

Signed this ____ day
of _____, 20 ____.

Agent for Party Providing Work
Signed by: _____
Title: _____