



*Providing lien filing and bond claim notices for construction projects throughout the tri-state region*

## 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: \_\_\_\_\_

**Tri State Lien, Inc.**

11 Martine Avenue, White Plains, New York 10606

Phone: (877) 543-6488 • Fax: (914) 686-4493 • [www.tristateliens.com](http://www.tristateliens.com)



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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 Tri State Lien, Inc.'s terms and conditions and to have Tri State Lien, Inc. 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 Tri State Lien, Inc. can rely on the accuracy of the information provided by Customer, assumes all responsibility for all information provided and acknowledges that Tri State Lien, Inc. 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 Tri State Lien, Inc. to file the Mechanic's Lien.

By: \_\_\_\_\_, Customer

Name:

Title:

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