

REQUEST FOR LETTER OF INTENT TO LIEN

- YOUR COMPANY NAME: _____
- YOUR COMPANY ADDRESS: _____
- PERSON REQUESTING THE LETTER: _____
- YOUR PRELIMINARY NOTICE NUMBER : _____
- YOUR CUSTOMER'S NAME: _____
- YOUR CUSTOMER'S ADDRESS: _____
- JOB NAME TO BE LIENED: _____
- JOBSITE ADDRESS TO BE LIENED: _____
- DO YOU HAVE A WRITTEN CONTRACT? _____

IF YES, PLEASE FAX A COPY OF THE PAGES OF THE DOCUMENT THAT LISTS (1) THE PARTIES INVOLVED IN THE CONTRACT AND THE NAME OF THE JOB, (2) TERMS FOR PAYMENT AND (3) SIGNATURE PAGE.

IF NO, PLEASE FAX A COPY OF THE INVOICE OR STATEMENT WHICH SHOWS THE DOLLAR AMOUNT STILL OWNING.

- DID YOU SPECIFY (BY CONTRACT, INVOICE OR AGREEMENT) AN INTEREST RATE OTHER THAN THE PREVAILING RATE OF 10%? _____
- IF YES, PLEASE STATE THE PERCENTAGE OF INTEREST: _____
- PLEASE STATE YOUR TERMS FOR PAYMENT: _____
- PRINCIPAL AMOUNT OWING: _____
- FIRST DATE YOU SUPPLIED TO THE JOB: _____
- LAST DATE YOU SUBSTANTIALLY SUPPLIED ON THE JOB: _____
(Please use completion date, not punch list date.)

<<FOR VAN RYLIN ASSOCIATES USE ONLY>>

DATE RECEIVED: _____ NUMBER ASSIGNED: _____