

# Kelly M. Davis & Associates, LLC

Attorneys and Counselors at Law

## Mechanic's Lien General Information Sheet

Date:

Client Name:

Referred By:

Business Name (must be the exact legal name if applicable):

Position in business (if applicable):

Street Address:

Cell Phone:

Work Phone:

City:

State:

Zip Code:

E-mail Address (please write clearly if written by hand):

Drivers License Number:

State:

Birth Date:

Address of property where work was performed:

Legal description of property:

Total money owed (breakout if any is retainage):

Month work was performed for money actually owed  
(if seeking retainage - months worked on job):

**PERSON OR COMPANIES INVOLVED IN YOUR LEGAL ISSUE: \*\*\* Please provide correct, legal names:**

Contractor or who hired you  
(if company need full legal name):

Owner/President/CFO Name:

Address and phone numbers:

Legal name of general contractor of entire project  
(If different than above):

Owner/President/CFO Name:

Address and phone numbers:

Is this a tenant/landlord type project?

Name and address of landlord:

Name and address of tenant:

Contract Type

Contracting Party

Total amount of contract:

Have you signed ANY waivers  
for the money you seek:

**\*\*\*Please attach a copy of your CONTRACT and any WAIVERS to this form\*\*\***

Is there a retainage agreement between you and the owner or GC?

If yes, what is the retainage percentage:

Please state a general description of actual work or material provided that is unpaid:

Is the property owned by a state or the federal government?

If yes, what is the name and address of the bonding company?

**\*\*\*Please attach a copy of the  
bond to this form\*\*\***

Any additional details?

## **Accuracy of Information Provided**

\_\_\_\_\_ (initial) KMDA is not responsible if the information provided above is not accurate or thorough. We will try and verify the information provided by Client with cursory searches of the county websites, but we do not guaranty that KMDA will catch any errors or omissions provided by Client.

\_\_\_\_\_ (initial) If Client is not able to fill-in all the requested information on the Client Information Sheet or the information provided does not match our cursory search, KMDA will endeavor best efforts to locate the missing or incorrect information through additional research at our normal hourly rate. Because we do not have the resources of a title plant, KMDA cannot guarantee that the information provided is accurate or up to date.