Wasatch Lien Service, LLC

3165 East Millrock Drive, Suite 500 Salt Lake City, Utah 84121 Phone: (801) 278-5436 Fax: (801) 438-2077

TIME CONSTRAINTS REVISED August 1, 2011

The following time constraints should be considered when preparing a notice of commencement, preliminary notice, notice of retention, or any type of lien:

Notice of Commencement of Project:

FOR ALL COMMERCIAL/PUBLIC PROJECTS WITH A NOTICE OF COMMENCEMENT ISSUED ON/AFTER MAY 1, 2005 AND RESIDENTIAL PROJECTS ON/AFTER NOVEMBER 1, 2005 BUT BEFORE AUGUST 1, 2011:

Each city and county within Utah will be required to upload all building permits issued after May 1, 2005 (for commercial projects) and November 1, 2005 (for residential projects) within 15 days of issuance to the State Construction Registry. The uploading of the building permit creates a notice of commencement, however additional information is needed to help subcontractors and material suppliers locate the notice of commencement. If the city or county fails to timely upload the building permit, the original contractor is required to timely file its own notice of commencement with the State Construction Registry or the provisions of the preliminary notice statute do not apply.

FOR STATE PUBLIC PROJECTS COMMENCING ON/AFTER AUGUST 1, 2011:

All original contractors, owners, or owner-builders are required to file a notice of commencement on the State Construction Registry for all public projects within 15 days of physical construction work at a government project site or the provisions of the preliminary notice statute do not apply. These commencements will be assigned a project number. A notice of commencement isn't required for private residential or commercial projects.

Notice of Retention:

FOR ALL PRIVATE PROJECTS COMMENCING ON/AFTER MAY 10, 2011:

For parties providing preconstruction services to a project (such as architects and engineers), to claim a preconstruction service lien you must file a notice of retention with the State Construction Registry within 20 days of commencing your own work. If you fail to file your notice of retention, you will lose your right to file a preconstruction service lien.

Preliminary Notice:

FOR ALL COMMERCIAL/STATE PUBLIC PROJECTS WITH A NOTICE OF COMMENCEMENT ISSUED AFTER MAY 1, 2005 AND RESIDENTIAL PROJECTS AFTER NOVEMBER 1, 2005 BUT BEFORE AUGUST 1, 2011:

A preliminary notice must be given through the State Construction Registry located at http://scr.utah.gov/ within 20 days from your first date of work. Preliminary notices are required for any contractor, subcontractor or material supplier that does not have a direct contract with an owner. Wasatch Lien Service provides this service for our customers. Anyone required to file a preliminary notice and fails to do so is barred from filing a mechanic's lien, unless there is not a valid notice of commencement on the project.

FOR PRIVATE PROJECTS COMMENCING ON/AFTER AUGUST 1, 2011:

A preliminary notice must be given through the State Construction Registry within 20 days from your first day of work. Preliminary notices are required for all contractors working on a project, including parties who contract with owners. If you fail to file a preliminary notice, you are barred from filing a mechanic's lien. Further, notices of commencement will no longer will be required for private projects.

Liens:

PRECONSTRUCTION SERVICE LIENS FOR PROJECTS COMMENCING ON/AFTER MAY 10, 2011:

You must file your preconstruction service lien within 90 days of the commencement of construction at the project. Commencement of the foreclosure of a preconstruction service lien must take place within 180 days from the date of recording. A preconstruction service lien expires after 180 days from the date of recording. A preconstruction service lien may not be re-filed or extended.

MECHANIC'S LIENS/CONSTRUCTION SERVICE LIENS FOR PROJECTS COMMENCING ON/AFTER AUGUST 1, 2011:

A mechanic's lien/construction service lien must be filed within 180 days from the final completion of an original contract under which a lien is claimed (residential and commercial). If a notice of completion is filed, a mechanic's lien/construction service lien must be filed within 90 days of the filing of the notice of completion. If in doubt as to the date to file a lien, please call for further clarification. Commencement of the foreclosure of a mechanic's lien/construction service lien must take place within 180 days from the date of recording. A mechanic's lien/construction service lien expires after 180 days from the date of recording. A mechanic's lien/construction service lien may not be re-filed or extended.

Fee Schedule for Liens and Contractor Notices

Effective August 1, 2011

Filing of Notice of Claim of Lien (under \$10,000)	\$70.00
Filing of Notice of Claim of Lien (\$10,000 and over)	\$90.00
Filing of Notice of Claim of Lien (multiple parcels on one lien)	\$90.00
Filing of Release of Lien	\$35.00
Filing of Utah Notice of Commencement with State Construction Registry	\$25.00
Filing of Utah Notice of Completion with State Construction Registry	\$25.00
Filing of Utah Notice of Retention with State Construction Registry	\$15.00
Filing of Utah Preliminary Notice with SCR for Residential/Commercial Projects	\$15.00
Filing of Utah Preliminary Notice with SCR for Public (Government) Projects	\$15.00
Preparation of Out of State Preliminary Notices \$30.00 to	to \$50.00
Bond Claim First Letter	\$50.00
Bond Claim Letter	\$75.00
Rush Fee	\$20.00
Electronic Filing (in some counties)	\$10.00
Research Fees	\$25.00

Call for Prices on Out of State Notices

Fee includes all U.S. Mail postage (including up to 2 certified mail receipts) and up to \$15.00 in recording fees per recorded document. Overnight Mail charges are not included in the base fee and any recording fees in excess of \$15.00 will be passed to the client.

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REQUEST TO PREPARE AND RECORD A NOTICE OF COMMENCEMENT ON STATE CONSTRUCTION REGISTRY

(For Public Jobs Only - Federal, State, or Municipal)

Your Company Name					
Address					
City	State	Zip			
Your Name		E-mail Address		Phone	
Project Owner's Name			Owner's Email Add	dress	
Owner's Address			Owner's Phone Nu	ımber	
City	State	Zip			
Original Contractor's Nar	me		OC's Email Addres	 3S	
OC's Address			OC's Phone Numb	er	
City	State	Zip	Tax Parcel I.D. Nu	mber	
Job Name		Legal	Description		
Job Address		City	County	State	, Zip
Bonded Job? Yes □ 1	No □ Surety/Bond Comp	any Name			
Email Address	——————————————————————————————————————	,	e Number		
Email Address		THOIN	, ivallisor		
Address		City	State	, <u></u> Zip	
exclusive agent with full pow Mechanic's Lien statutes of t identified above. It is unders written or verbal, exist betwe LLC for inaccurate or incomp will be due upon receipt, unli- subject to an interest charge becomes necessary to take in the subject to the subject	thorized representative of (Ti rer and authority to do, perfor the State in which it has perfor stood that Wasatch Lien Sen ren The Company and its cor polete information provided by ess otherwise indicated, and a of one and one-half percent		nereby appoints Wasatch L behalf those documents ne terials for the improvemen tation of the undersigned the agrees to indemnify and he that would result in consequent mounts billed. Amounts ure ad monthly, which you agre will pay all fees and costs	ecessary to comp at of that certain received and harmless Wa quential damages appaid after thirty be to pay. You he	oly with the eal property able contracts, asatch Lien Service, bills for services (30) days will be ereby agree that if it
		Authorized Re	presentative		

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REQUEST TO PREPARE AND RECORD A NOTICE OF **COMPLETION ON STATE CONSTRUCTION REGISTRY**

Your Company	Name		_		
Address			_		
City	State	Zip	_		
Your Name		E-mail Address	Pho	one	
Job Name		, Legal Descr	iption		
Job Address		City	County	, <u>Zip</u>	State
Tax Parcel I.D.	Number	Entry Number	er		
Project Owner N	Name	Original Cor	ntractor Name		
Date Project wa	as Complete				
I certify that the	following condition has been met: (plea	ase check only one box)			
	I've received a permanent certifica	ate of occupancy			
	I've completed a final inspection				
	All substantial work is complete				
Order Number					
exclusive agent wi Mechanic's Lien s identified above. I written or verbal, e LLC for inaccurate will be due upon re subject to an inter	AUTHORIZATION as the authorized representative of (The Co ith full power and authority to do, perform, pratututes of the State in which it has performed it is understood that Wasatch Lien Service, Lexist between The Company and its contractive or incomplete information provided by The ecceipt, unless otherwise indicated, and you are st charge of one and one-half percent (1 ½ into take action to collect your account, eith	epare, and execute on its behalf to I labor and/or provided materials of LC relies on the representation of ing parties. The Company agrees Company or other parties that wo igree to pay promptly all amounts %) per month, compounded mont	appoints Wasatch Lien S hose documents necession the improvement of the f the undersigned that va- to indemnify and hold full result in consequentian billed. Amounts unpaid hly, which you agree to p	ary to comply wi at certain real p lid enforceable armless Wasatc al damages. Bill after thirty (30) o ay. You hereby	th the roperty contracts, h Lien Service, ls for services days will be agree that if it
Dated: _		Authorized Represe	ntative		

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REQUEST TO PREPARE NOTICE OF RETENTION (For residential, commercial, or public projects)

Your Company Name						
Address						
City	State		Zip			
Your Name		E-mail a	ddress	Phone Num	nber	
Federal, State or	Municipal Job □	Comme	rcial 🗆	Residential		
Customer		Phone	Number	Entry Numb	er Der	
Customer Address				Date Projec	t Started	
City	State	Zip	Brief Description of M	Material/Labor Provid	ed	
Original Contractor		Phone	Number	Estimated Co	ontract Am	nount
Job Name	Job Address		City	County	State	Zip
Project Owner's Name			_			
Legal Description:						
Tax Parcel I.D. Number:						
The Undersigned, as the author exclusive agent with full power a Mechanic's Lien statutes of the identified above. It is understock written or verbal, exist between LLC for inaccurate or incomplet will be due upon receipt, unless subject to an interest charge of pecomes necessary to take acti	rized representative of (and authority to do, perf State in which it has pe od that Wasatch Lien Sc The Company and its c e information provided I otherwise indicated, ar one and one-half perce	TATION AND LIMITED The Company) identified form, prepare, and executormed labor and/or propervice, LLC relies on the contracting parties. The Company or other dyou agree to pay proment (1 ½%) per month, co	te on its behalf those docur vided materials for the impr representation of the under Company agrees to indemn r parties that would result in ptly all amounts billed. Am mpounded monthly, which y	asatch Lien Service, LL ments necessary to con rovement of that certain signed that valid enforc ify and hold harmless V n consequential damage ounts unpaid after thirty you agree to pay. You I	nply with the real proper reable contra Vasatch Lier es. Bills for s y (30) days whereby agre	ety acts, n Service, services will be that if it
Dated:		Δuthori	zed Representative			
		AUMON	CO DEDIESENIANVE			

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REQUEST TO PREPARE PRELIMINARY NOTICE (For residential, commercial, or public projects)

Your Company Name					
Address					
City	State		Zip		
Your Name		E-mail ac	Idress	Phone Number	
	or Municipal Job	Commerc		Residential	
Customer		Phone N	lumber	Entry Number	
Customer Address				First Day of Work	
City	State	Zip	Brief Description of M	laterial/Labor Provided	
Original Contractor		Phone N	Number	Estimated Contract Amo	unt
Job Name	Job Address		City	County State	Zip
Project Owner's Name					
Legal Description:					
Tax Parcel I.D. Number: _					
The Undersigned, as the authexclusive agent with full power. Mechanic's Lien statutes of the identified above. It is undersigned written or verbal, exist between LLC for inaccurate or incompail be due upon receipt, unle subject to an interest charge	norized representative of (T er and authority to do, performe State in which it has performed that Wasatch Lien Senen The Company and its conclete information provided by ses otherwise indicated, and of one and one-half percent	ATION AND LIMITED The Company) identified a sum, prepare, and execute formed labor and/or provice, LLC relies on the restracting parties. The Contracting parties or the restracting parties or the restracting parties or the restracting parties. The Contracting parties or the restraction of the rest	POWER OF ATTORNI above, hereby appoints Wa e on its behalf those docur ided materials for the impr appresentation of the unders ompany agrees to indemni parties that would result in tity all amounts billed. Am appounded monthly, which y	EY asaatch Lien Service, LLC as its sole ments necessary to comply with the overment of that certain real property signed that valid enforceable contractify and hold harmless Wasatch Lien to consequential damages. Bills for seconds unpaid after thirty (30) days without agree to pay. You hereby agree and costs incurred in such collection elements.	ts, Service, rvices Il be that if it
Dated:		Authoriz	ed Representative		_

Wasatch Lien Service, LLC 3165 East Millrock Drive, Suite 500 Salt Lake City, UT 84121

☐ Preconstruction Services Lien

Phone: (801) 278-5436 Fax: (801) 438-2077

REQUEST TO PREPARE AND RECORD A MECHANIC'S LIEN and/or CLAIM AGAINST PAYMENT BOND

□ Construction Services Lien

Your Company Na	ame								
Address									
City		Stat	e		Zip				
Your Name				E-mail add	Iress		Pho	one Number	
Federal	, State or M	unicipal Job 🛚		Commerci	al □		Res	sidential 🗆	
Customer				Phone Nu	mber		Princi	pal Amount [Due to Date
Customer Addres	s		 			First AND	Last Delivery	or Work Dat	es
City		, State	, <u></u>			Brief Desc	cription of Mat	erial/Labor P	rovided
Job Name		Job Address				City	Со	unty	State
Original Contracto	or Name			Phone Nu	mber				
OC Address				ı	City		State	Zip	
SCR Number		Date	e Preliminary	Notice Filed					
Note: The following	 ng informatio	on is <u>requested</u>	but not requi	red. Informati	on giver	n below will b	e verified by	our office.	
Reputed Owner/				,					
Govt. Agency	Name				Addres	SS			
	City			, State	, Zip)	() Phone Numbe	 er	
Legal Description	•				·				
Logar Dooonption									
Tax Parcel I.D. No									
The Undersigned, as exclusive agent with Mechanic's Lien stat identified above. It i written or verbal, exi LLC for inaccurate o will be due upon rec subject to an interes becomes necessary	s the authorize full power and tutes of the St s understood st between The r incomplete if eipt, unless of t charge of on	AUTHOL ed representative d authority to do, p ate in which it has that Wasatch Lier he Company and in formation provid therwise indicated the and one-half pe	RIZATION AI of (The Compa perform, prepa is performed lab in Service, LLC its contracting ip ed by The Com in, and you agree percent (1 ½%) ip	ND LIMITED F any) identified al re, and execute oor and/or provice relies on the rep carties. The Company or other p e to pay prompti per month, comp	POWER bove, her on its be led mater bresentat mpany ag arties that y all amo	OF ATTORI reby appoints \nalf those doc rials for the implied of the under grees to indement at would result bunts billed. All monthly, which	NEY Wasatch Lien Souments necessary provement of the crisigned that variety and hold had in consequentia mounts unpaid on you agree to p	ervice, LLC as ary to comply w at certain real lid enforceable armless Wasat al damages. B after thirty (30) ay. You hereb	its sole and with the property e contracts, ich Lien Service, bills for services days will be by agree that if it
Dated:			_	Authoriza	d Pan	resentative			
				Aumonze	u Kepi	eseniative			

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REQUEST TO PREPARE AND RECORD A RELEASE OF LIEN

Your Company Nam	e			_		
Address				_		
City	Staf	te	Zip	_		
Your Name				Р	hone Number	
Customer			Phone Number			
Customer Address						
City	State	, <u>Zip</u>				
Job Name	Job Address					
Reputed Owner Nan	ne					
Reputed Owner Add	ress			City	State	Zip
Order No.:						
Tax Parcel I.D. Num						
The Undersigned, as the exclusive agent with ful Mechanic's Lien statute identified above. It is ut written or verbal, exist be LLC for inaccurate or in will be due upon receipsubject to an interest ch	AUTHO e authorized representative power and authority to do, sof the State in which it han between The Company and complete information provic t, unless otherwise indicated arge of one and one-half per	RIZATION A of (The Comp perform, prepa s performed lat n Service, LLC its contracting ded by The Cor d, and you agre ercent (1 1/2%)	ND LIMITED POWER O any) identified above, hereb are, and execute on its behal for and/or provided material relies on the representation parties. The Company agre mpany or other parties that we to pay promptly all amoun per month, compounded mo with or without suit, you will p	F ATTORNEY y appoints Wasatch Lien If those documents neces s for the improvement of of the undersigned that ess to indemnify and hold would result in consequen tts billed. Amounts unpai enthly, which you agree to	sary to comply with that certain real propulation of the content o	the herty htracts, ien Service, or services s will be gree that if it
Dated:			Authorized Represei	ntative		