

Wasatch Lien Service, LLC  
3165 East Millrock Drive, Suite 500  
Salt Lake City, UT 84121  
Phone: (801) 278-5436  
Fax: (801) 438-2077

## 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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Job Name

\_\_\_\_\_  
Legal Description

\_\_\_\_\_  
Job Address

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
Zip

\_\_\_\_\_  
State

\_\_\_\_\_  
Tax Parcel I.D. Number

\_\_\_\_\_  
Entry Number

\_\_\_\_\_  
Project Owner Name

\_\_\_\_\_  
Original Contractor Name

\_\_\_\_\_  
Date Project was Complete

I certify that the following condition has been met: (please check only one box)

- ☐ I've received a permanent certificate of occupancy
- ☐ I've completed a final inspection
- ☐ All substantial work is complete

\_\_\_\_\_  
Order Number

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**AUTHORIZATION AND LIMITED POWER OF ATTORNEY**

The Undersigned, as the authorized representative of (The Company) identified above, hereby appoints Wasatch Lien Service, LLC as its sole and exclusive agent with full power and authority to do, perform, prepare, and execute on its behalf those documents necessary to comply with the Mechanic's Lien statutes of the State in which it has performed labor and/or provided materials for the improvement of that certain real property identified above. It is understood that Wasatch Lien Service, LLC relies on the representation of the undersigned that valid enforceable contracts, written or verbal, exist between The Company and its contracting parties. The Company agrees to indemnify and hold harmless Wasatch Lien Service, LLC for inaccurate or incomplete information provided by The Company or other parties that would result in consequential damages. Bills for services will be due upon receipt, unless otherwise indicated, and you agree to pay promptly all amounts billed. Amounts unpaid after thirty (30) days will be subject to an interest charge of one and one-half percent (1 ½%) per month, compounded monthly, which you agree to pay. You hereby agree that if it becomes necessary to take action to collect your account, either with or without suit, you will pay all fees and costs incurred in such collection efforts.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative