

# TERRASCAPE ABSTRACT, INC.

## MECHANIC'S LIEN QUESTIONNAIRE

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**DIRECTIONS:** Fill out this form and fax it to 347-710-7195

### YOUR COMPANY INFORMATION:

1. Name of Company: \_\_\_\_\_

2. My Name: \_\_\_\_\_ Title: \_\_\_\_\_

3. Check one:  Individual

Sole Proprietorship,

corporation

LLC

The State of Corp or LLC is  NY  Other: \_\_\_\_\_

4. Company Contact Information:

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

### INFORMATION ABOUT YOUR CUSTOMER:

5. Customer/Client Company that we worked for or provided materials to:

Customer/Client: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

6. We worked for/our Contract was with (check one):  The Owner

General Contractor

Subcontractor.

7. If we worked for a Subcontractor, the General Contractor was:

GC's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

**INFORMATION ABOUT THE JOB:**

8. The name of the job (if any name) was: \_\_\_\_\_

9. The Address of the job is:

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

County: \_\_\_\_\_

10. Enter the Block and Lot of the job (if known):

BLOCK: \_\_\_\_\_, LOT(S): \_\_\_\_\_

**INFORMATION ABOUT THE PROPERTY TO BE LIENED:**

11. The Owner of the Property (if known) is: \_\_\_\_\_

12. Owner's Street Address is:

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

**INFORMATION ABOUT THE WORK PERFORMED OR MATERIALS FURNISHED:**

13. The work that we performed on the job was (Describe):

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14. The materials sold or used on the job (Describe/List):

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15. The Total of the Contract or Invoiced work, including all legitimate extra work and change orders was:

\$ \_\_\_\_\_

16. The amount now owed to us is (AMOUNT OF LIEN): \$ \_\_\_\_\_

17. The first date that we worked on or delivered materials to the project was: \_\_\_\_\_, 20\_\_\_\_

18. The last date that we worked on or delivered materials to the project was: \_\_\_\_\_, 20\_\_\_\_

**IF THIS IS A PUBLIC IMPROVEMENT LIEN, PLEASE PROVIDE:**

19. Public Improvement Agency:

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

I/we request, hire and authorize TERRASCAPE ABSTRACT, INC., its members and/or employees to act as my/our Agent to file a Notice of Mechanic's Lien against the property indicated herein with the information that we have provided. We agree to hold harmless and indemnify TERRASCAPE ABSTRACT, INC., its members and its employees for any actions or proceedings brought against TERRASCAPE ABSTRACT, INC., its members and its employees as a result of the filing of the Mechanic's Lien including for the willful exaggeration of a Notice of Mechanic's Lien. The maximum liability of TERRASCAPE ABSTRACT, INC., its members and its employees for any and all reasons whatsoever, shall not exceed the actual funds paid by me/us for the filing of the Notice of Mechanic's Lien. We understand that a Mechanic's Lien must be filed within 120 days from the last date that we provided materials or labor to the job for single family homes and residential condominium units or eight (8) months from the last date that we provided materials or labor to the job for all other properties. TERRASCAPE ABSTRACT, INC., its members and its employees do not guaranty that the Mechanic's Lien will be timely filed unless we are in receipt of this form, properly completed at least 30 days prior to the expiration of the applicable time period. We agree to pay TERRASCAPE ABSTRACT, INC., the sum of \$385.00 (the "preparation and servicing requirement fee" of \$350.00 + the "filing fee" of \$35.00) for the filing of the Notice of Mechanic's Lien. The "preparation and servicing requirement fee" includes the preparation of the mechanic's lien based upon information provided as well covers the cost of service of process and the filing of the requisite Affidavit of Service of Process once said Service of Process has been completed. The "filing fee" of the Mechanic's Lien covers the filing fee of the County Clerk in the County where the property is located. If we do not have the Owner's name and TERRASCAPE ABSTRACT, INC. obtains the name of the Owner and it is not correct, we will not hold TERRASCAPE ABSTRACT, INC., or its members and/or employees liable for the failure to locate the correct name of the Owner. I/we represent that if a license if or was required to perform the work, labor and services that I/we performed that we held the required licenses. TERRASCAPE ABSTRACT, INC., includes with this filing service, sending one notice to the owner. Additional notices to other parties (contractors, subcontractors, etc.) can be included for \$10.00 per additional party (include this information in the space provided below).

**PAYMENT INFORMATION (CHECK ONE):**

[ ] PAYMENT BY CREDIT CARD

CARD TYPE (check one): [ ] VISA, [ ] MASTER CARD, [ ] AMERICAN EXPRESS

CARD NUMBER \_\_\_\_\_

EXPIRATION DATE (month/year): \_\_\_\_\_

CID# on card (3 or 4 digit printed number): \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

[SIGN HERE] \_\_\_\_\_

I HAVE READ THE ABOVE AND I AGREE TO THE TERMS AND CONDITIONS SET FORTH ABOVE AND I/WE AUTHORIZE TERRASCAPE ABSTRACT, INC. AND/OR ITS AFFILIATES TO CHARGE MY/OUR CREDIT CARD THE AMOUNT OF \$385.00 (plus \$10.00 per each additional notice) TO FILE A MECHANIC'S LIEN AND TO KEEP THE CREDIT CARD NUMBER ON FILE FOR FUTURE LIEN FILINGS. TERRASCAPE ABSTRACT, INC. WILL NOT FILE THE NOTICE OF MECHANIC'S LIEN UNTIL RECEIPT OF PAYMENT BY TERRASCAPE ABSTRACT, INC. IN THE EVENT THAT TERRASCAPE ABSTRACT, INC. PREPARES A NOTICE OF MECHANIC'S LIEN AND SENDS IT TO ME/US [THE APPLICANT(S)] FOR SIGNATURE, AND I/WE DECIDE NOT TO HAVE THE NOTICE OF MECHANIC'S LIEN FILED, THEN I/WE AGREE TO PAY \$350.00 TO TERRASCAPE ABSTRACT, INC. FOR THE PREPARATION OF THE NOTICE OF MECHANIC'S LIEN.

PAYMENT BY CHECK:

Mail \$385.00 (plus \$10.00 per each additional notice) to:

TERRASCAPE ABSTRACT, INC.  
Mechanics' Liens  
6901 Ridge Blvd, Grd Flr.  
Brooklyn, NY, 11209

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

[SIGN HERE] \_\_\_\_\_

TERRASCAPE ABSTRACT, INC. will not file the Notice of Mechanic's Lien until receipt of the payment by TERRASCAPE ABSTRACT, INC.

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Disclaimer: The completion of this form does not constitute legal advice. Nothing on this form can be construed as an offer of legal advice. We strongly advise you to seek the consultation of an attorney if you have any legal questions regarding the New York Lien Law. We attempt to provide you accurate information with regard to the NY Lien Laws on our website, but we do not represent the accuracy of any law, statutes or rules set forth on this website.

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