

BOND & LIEN CLAIM INFORMATION

1. Name of project _____
2. Location of project _____
3. Contract amount _____
4. Our contract for the project is with _____
5. Scope of work for project _____
6. Our contract for the project is: _____ written _____ verbal
7. If there is no written contract, it is a verbal contract and the terms are _____

8. General contractor for the project is _____
9. The project is a _____ private _____ public project.
10. Owner of the project is _____
11. Lender for the project is _____
12. We first delivered material or performed labor on: _____
13. A preliminary notice was sent on _____ to:
Owner _____
General Contract _____
Lender _____
Your Contractor _____

14. Was there an increase in the contract amount of more than 20%? Total change orders: _____ If so, a new preliminary notice was sent on _____, which was within 20 days of the increase of the contract.

BOND ISSUES

15. The last date on which unpaid material was delivered or labor performed was _____
16. If you do not have a contract with the General Contractor on a bonded public project, you must send a written demand for payment to the General Contractor before ninety (90) days after the last unpaid labor performed or material supplied. The 90 day notice was sent _____
17. On a bonded public project, suit must be filed against surety and General Contractor before one (1) year of last supplying unpaid labor or material. One year is _____
18. If the project was a private project, was a Payment Bond recorded for the project? _____
19. A request for the Payment Bond was made on _____ to Owner _____, General Contractor _____
20. If the project has a Private Payment Bond, the bond says:
- A. Covered claimants are: _____
 - B. When is notice required? _____ and to whom? _____
 - C. When must suit be filed? _____

LIEN ISSUES

21. When was final inspection? _____
22. When was final acceptance, or Certificate of Occupancy? _____
23. Was the job stopped for 60 days? _____

24. "Completion" is defined in A.R.S. §33-993, but in most cases is defined as thirty (30) days after final inspection (check statute if no final inspection is issued or there has been a cessation of labor for 60 days). Date of completion for the project was _____
25. A notice of completion for the project was _____ was not _____ recorded. If recorded, the notice of completion was recorded on _____ and was _____ was not _____ mailed to you by certified or registered mail within 15 days of recording.

26. Date to record Notice and Claim of Lien
is: _____ If a notice of completion was
recorded, and mailed within 15 days of recording, the lien must be recorded by
_____, or 60 days from the recording date.
- If no notice of completion, the lien must be recorded by _____, 120
days after "Completion".
27. Notice and Claim of lien was recorded

28. Duplicate copies of the lien were served on the owner (if in the county) on

29. Suit must be filed no later than six (6) months after recording the lien. Six (6) months is
_____.
30. Lis Pendens must be court stamped and recorded by _____ within
five days of filing suit.