

## INSTRUCTIONS FOR LIEN WAIVER COMPLETION

Use this guideline to complete the partial lien waiver for the payment you have just received. It must be signed in the presence of a notary [X] or witness [Y].

- (A.) State in which your company is located
- (B.) City/County in which your company is located
- (C.) Enter dollar amount of original contract or proposal
- (D.) Enter dollar amounts as applicable
- (E.) Amount of CURRENT payment
- (F.) Balance of contract remaining following current payment
- (G.) Leave blank if unknown
- (H.) Lending bank
- (I.) Owner/Developer of property where work is being performed
- (J.) General Contractor for construction project
- (K.) Title of signatory for company completing lien waiver
- (L.) Name of company which provided the work/supplies and is completing lien waiver
- (M.) Scope of work completed or supplies furnished
- (N.) Address of construction site
- (O.) County or jurisdiction in which construction site is located
- (P.) State in which construction site is located
- (Q.) Date of invoice/application for payment submitted for current payment received
- (R.) End of current billing period
- (S.) Date lien waiver is signed
- (T.) Signature of person signing lien waiver
  
- (X.) Completed by Notary  
- or -
- (Y.) Completed by Witness