

Preparing your Arizona Mechanics Lien

If you ever find yourself in a situation where you need to file a Mechanics Lien on a particular job, you'll need to have a variety of information readily available to provide Titan Lien Services. Here are some of the most important pieces of information that you'll need to have on-hand for Titan to process your lien.

YOUR COMPANY'S INFORMATION

This includes your company's name and address to confirm your address has not changed since the time the prelien was sent. Provide the name and contact information of the person completing the request form.

PROJECT INFORMATION

You will need to prepare all info regarding status, location and contract info with respect to the project. This includes the name of the company you are contracted with, jobsite name and address, dates worked, and the status of the project.

AUTHORIZED SIGNER'S INFORMATION

This is the official title and name of the person who is authorized to review, approve and sign the prepared Mechanics Lien. We will need to know the county in which the signing of the document will take place. This document is required to have the signature notarized.

APPROPRIATE DOCUMENTATION

You will need to upload all documentation regarding your work on the project. These forms include Executed Work Contracts, Invoices/Pay applications and, if available, Notice of Completion and Payment Bond.

YOUR PRELIEN FILE NUMBER

For a Mechanics Lien to be filed in Arizona, we will need to know the prelien file numbers affiliated with the project. This includes the original prelien number and the file numbers of any amended preliens for this job.

CONTRACT INFO

The executed contract and any change orders, will be required to be sent to Titan and will be recorded as part of the Mechanics Lien. You will need to provide the original contracted amount, amount of all change orders, total amount of payments received by your client, and the lienable amount. The lienable amount is the value of all unpaid work and/or materials that went into the permanent improvement of the property beginning 20 days back from the date the prelien was mailed. You do not have lien rights prior to this date.

