



Welcome to the NCS 2018 Webinar Series

Today's Webinar: Building Payment Security with Preliminary Notices June 19, 2018



For Webinar Technical Assistance, please call NCS at 800-826-5256
Our presentation will begin shortly

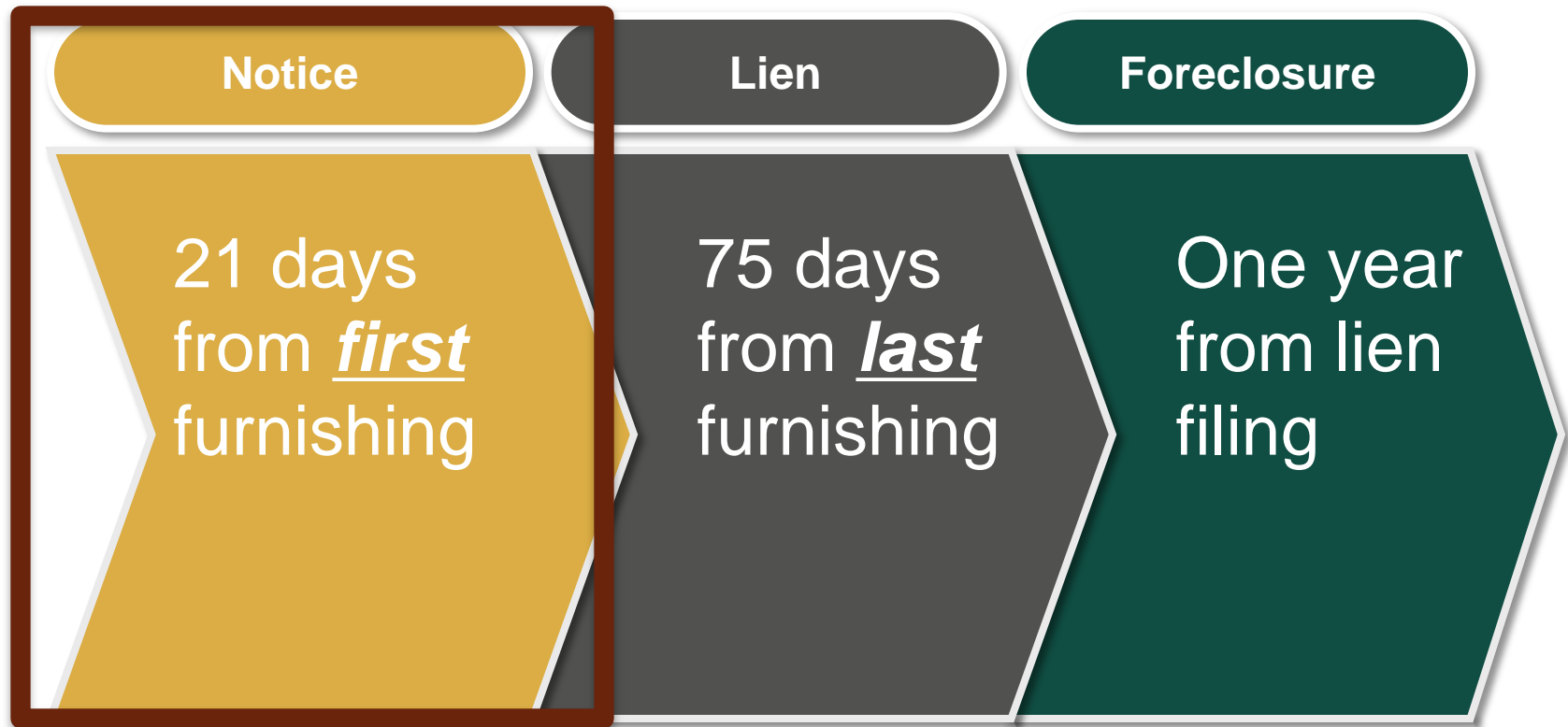
- Mechanic's Lien Process
- Construction Credit
- Ladder of Supply
- Alternate Names, Time Frames and Variables
- The Effects of Notices
- Notice Considerations
- State Requirements



How Do You Justify the Credit?



Mechanic's Lien Filing Process: Three Steps



Above deadlines are examples



Notice to Owner or Preliminary Notice?



95% of the time, when a preliminary notice (in any form) is served, payment is received without the need to perfect a lien.

Proven Strategies



Reduce DSO

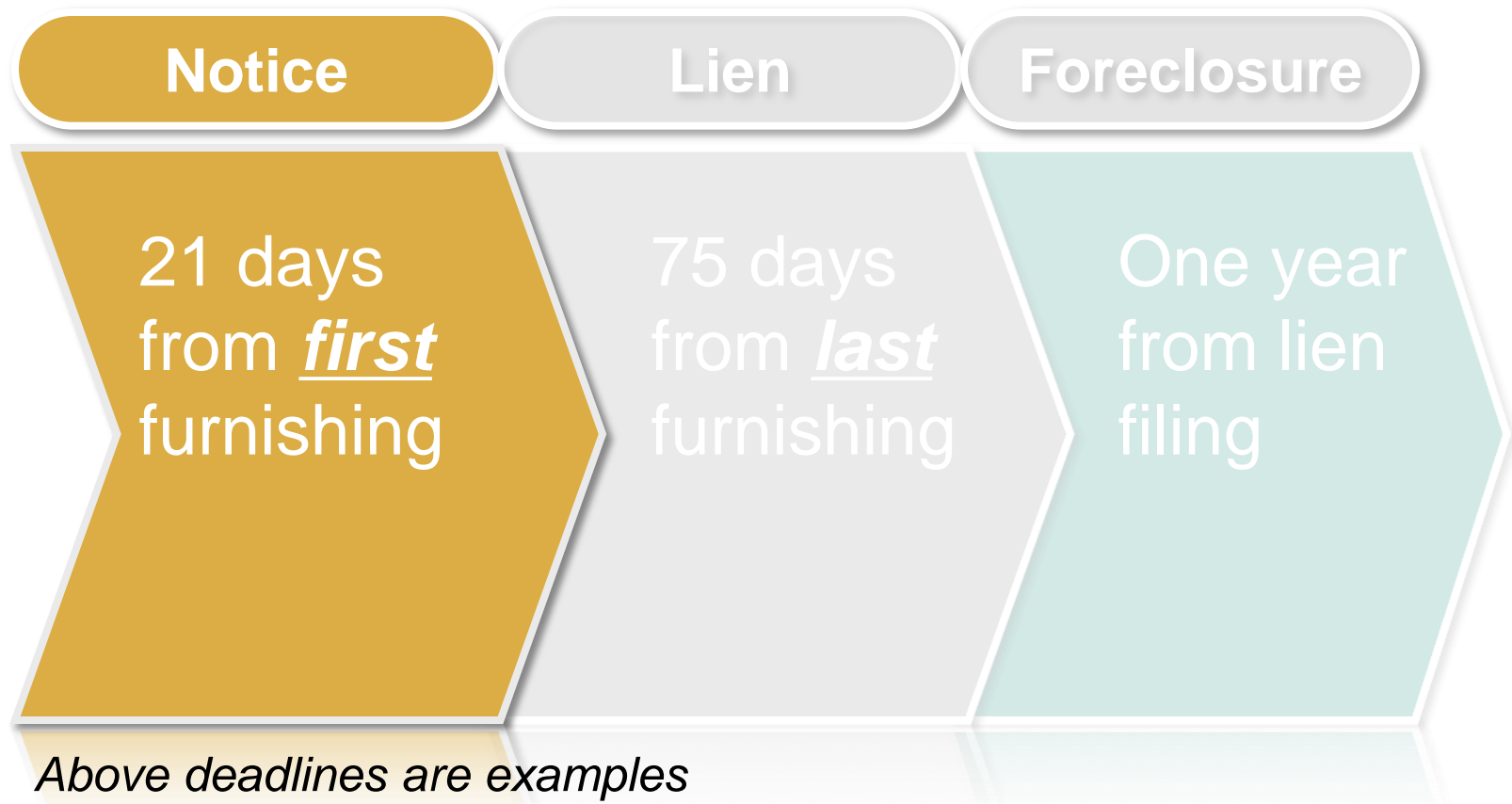


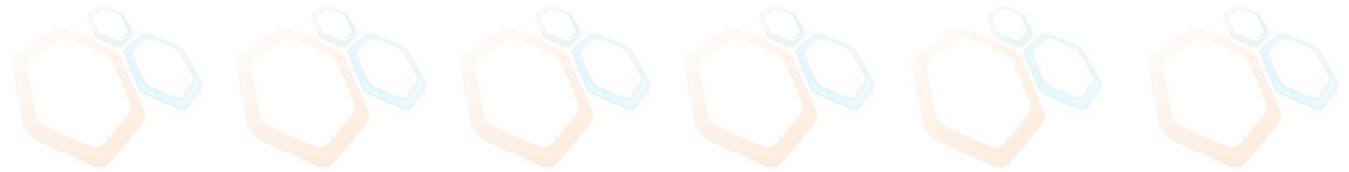
**Improve Cash
Flow**



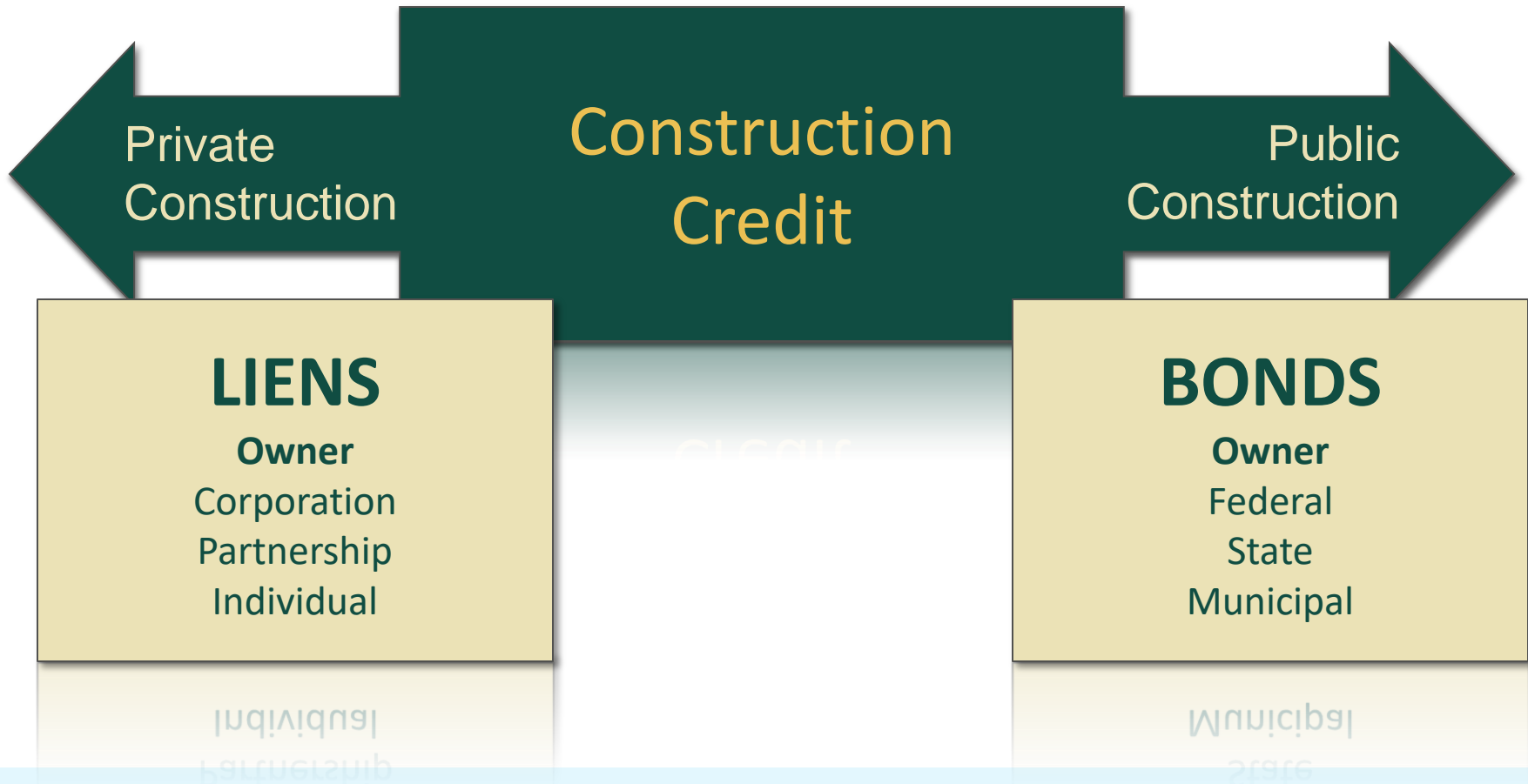
**Improve Working
Capital**

Mechanic's Lien Filing Process: Three Steps





Construction Credit





Securing Your Tomorrow

729 Miner Road • Highland Heights, OH 44143
800-826-5256 • www.ncscredit.com

JOB INFORMATION SHEET

The following is required on all jobs where the total material requirements will exceed **\$10,000:**

1. This job information sheet filled out completely.
2. A signed purchase order identifying the project and stating the approximate material requirements.

A. Project Type Private Public Federal

B. Materials to be Furnished
 Amount \$ _____ Starting Date _____
 Description _____

C. Customer Information
 Name _____ Phone _____
 Address _____ State _____ Zip _____ Email _____
 City _____

D. Customer's Relationship to Job
 Owner General Contractor Sub Contractor Other (specify): _____
 Is the customer installing materials (if applicable?) Yes No

E. Job Location
 Name _____ Phone _____
 Address _____ State _____ Zip _____ Email _____
 City _____

F. Owner/Awarding Authority
 Name _____ Phone _____
 Address _____ State _____ Zip _____ Email _____
 City _____

G. General Contractor
 1. Name _____ Phone _____
 Address _____ State _____ Zip _____ Email _____
 City _____
 2. Surety Name _____ Phone _____
 Address _____ State _____ Zip _____ Email _____
 City _____

H. Contractor (if other than customer)
 1. Name _____ Phone _____
 Address _____ State _____ Zip _____ Email _____
 City _____
 2. Surety Name _____ Phone _____
 Address _____ State _____ Zip _____ Email _____
 City _____

I. Architect
 Name _____ Phone _____
 Address _____ State _____ Zip _____ Email _____
 City _____

To be completed by customer if no separate purchase order exists.
 Estimated Quantity _____ Estimated \$ Value _____ Materials _____
 Please forward completed form to: **Credit Department**
 Customer Signature _____

The Project Credit Application

Customer's legal name, address and relationship to the job

Job location and owner or awarding authority

Lender name and address

General contractor's legal name and address

Sub contractor's legal name and address

Bonding company if public

Architect's name and address

Notices by State (Private)

A notice is required on private projects in the following states to protect any future rights to file a lien claim. A notice must generally be served within the time frame listed below. Please refer to the state provisions page for complete information. Download a printable PDF.

State	Commercial Projects	Residential Projects
Alabama	prior to furnishing, or as soon as possible	prior to furnishing, or as soon as possible
Alaska	prior to furnishing	prior to furnishing
Arizona	20 days from first furnishing	20 days from first furnishing
Arkansas	75 days from last furnishing	prior to first furnishing; additional notice within 75 days from last furnishing
California	20 days from first furnishing	20 days from first furnishing
Colorado	optional: as soon as possible	optional: as soon as possible
Florida	45 days from first fabrication or first furnishing	45 days from first fabrication or first furnishing
Georgia	30 days after first furnishing	30 days after first furnishing
Idaho	non-statutory for commercial	when sold to owner - prior to contract
Illinois	non-statutory for commercial	subcontractors: 60 days from first furnishing; contractors: prior to payment
Indiana	non-statutory for commercial	30 or 60 days from first furnishing
Iowa	30 days after first furnishing	as soon as possible; 10 days from commencement of project
Kansas	non-statutory for commercial	notice of intent to perform prior to title passing / or warning statement
Kentucky	120 days from last furnishing	75 days from last furnishing
Louisiana	lessor's notice: 10 days after first furnishing; notice of non-payment 75 days from last day of each month furnished	lessor's notice: 10 days after first furnishing; notice of non-payment 75 days from last day of each month furnished
Maine	non-statutory for commercial	as soon as possible
Maryland	120 days from last furnishing	120 days from last furnishing
Massachusetts	30 days from first furnishing	30 days from first furnishing
Michigan	20 days from first furnishing	20 days from first furnishing
Minnesota	contractors selling to owner, 10 days from agreement; otherwise 45 days from first furnishing	contractors selling to owner, 10 days from agreement; otherwise 45 days from first furnishing
Mississippi	30 days from first furnishing	10 days prior to filing a lien
Missouri	prior to furnishing, when contracting with owner; within 15 days from providing rental equipment	see details
Montana	non-statutory for commercial	20 days from first furnishing
Nebraska	non-statutory for commercial	as soon as possible
Nevada	31 days after first furnishing	31 days after first furnishing;
New Hampshire	prior to furnishing; serve monthly notices for additional furnishings	prior to furnishing; serve monthly notices for additional furnishings
New Jersey	optional - after furnishing	60 days from last furnishing
New Mexico	60 days from first furnishing	60 days from first furnishing
North Carolina	notice of furnishing - as soon as possible	notice of furnishing - as soon as possible
North Carolina	notice to lien agent - within 15 days from first furnishing (effective 4-1-13)	notice to lien agent - within 15 days from first furnishing (effective 4-1-13)
Ohio	21 days from first furnishing	21 days from first furnishing
Oklahoma	75 days from last furnishing	75 days from last furnishing
Oregon	8 business days from first furnishing	8 business days from first furnishing
Pennsylvania	30 days prior to lien	30 days prior to lien

Notices by State (Public)

A notice is required on public projects in the following states to protect any future rights to serve a bond claim or file a public improvement lien. A notice must generally be served within the time frame listed below. Please refer to the state provisions page for complete information.

[Download a printable PDF.](#)

State	Public Projects
Arizona	20 days from first furnishing
California	20 days from first furnishing
Florida	45 days from first fabrication or first furnishing
Georgia	30 days after first furnishing
Iowa	30 days after first furnishing
Louisiana	lessor's notice: 10 days after first furnishing; notice of non-payment: 75 days from last day of each month furnished
Massachusetts	20 days from receiving final written approval for specially fabricated materials
Michigan	30 days from first furnishing
Montana	30 days from first furnishing
Nevada	30 days after first furnishing
New Jersey	for bond claim: prior to furnishing; for municipal mechanic's lien: 20 days from first furnishing
North Carolina	75 days from first furnishing
Ohio	21 days from first furnishing
South Carolina	as soon as possible
Texas	Notice of specially fabricated materials: 15th day of 2nd month following acceptance of purchase order
Texas	Notice of retainage: 15th day of 2nd month following first furnishing
Texas	Notice of non-payment: 15th day of 2nd month following each month of furnishing
Utah	20 days from first furnishing
Washington	for bond claim: 10 days from first furnishing for public improvement lien: 60 days from first furnishing
Wisconsin	60 days after first furnishing
Wyoming	60 days from first furnishing

The above is designed to provide a quick comparison of the notice requirements by state and does not address all variables. It is provided with the understanding that the publisher is not engaged in rendering legal advice. Action required in perfecting a claim varies from state to state and from case to case. NCS recommends retaining an attorney for each case.

The National Lien Digest - Copyright 2016 C & S Associates, Inc.



Notice to Owner or Preliminary Notice?



- Notice given to various parties on the ladder of supply
- Prerequisite to filing a lien claim
- Typically required to be served 20 days after first furnishing or greater

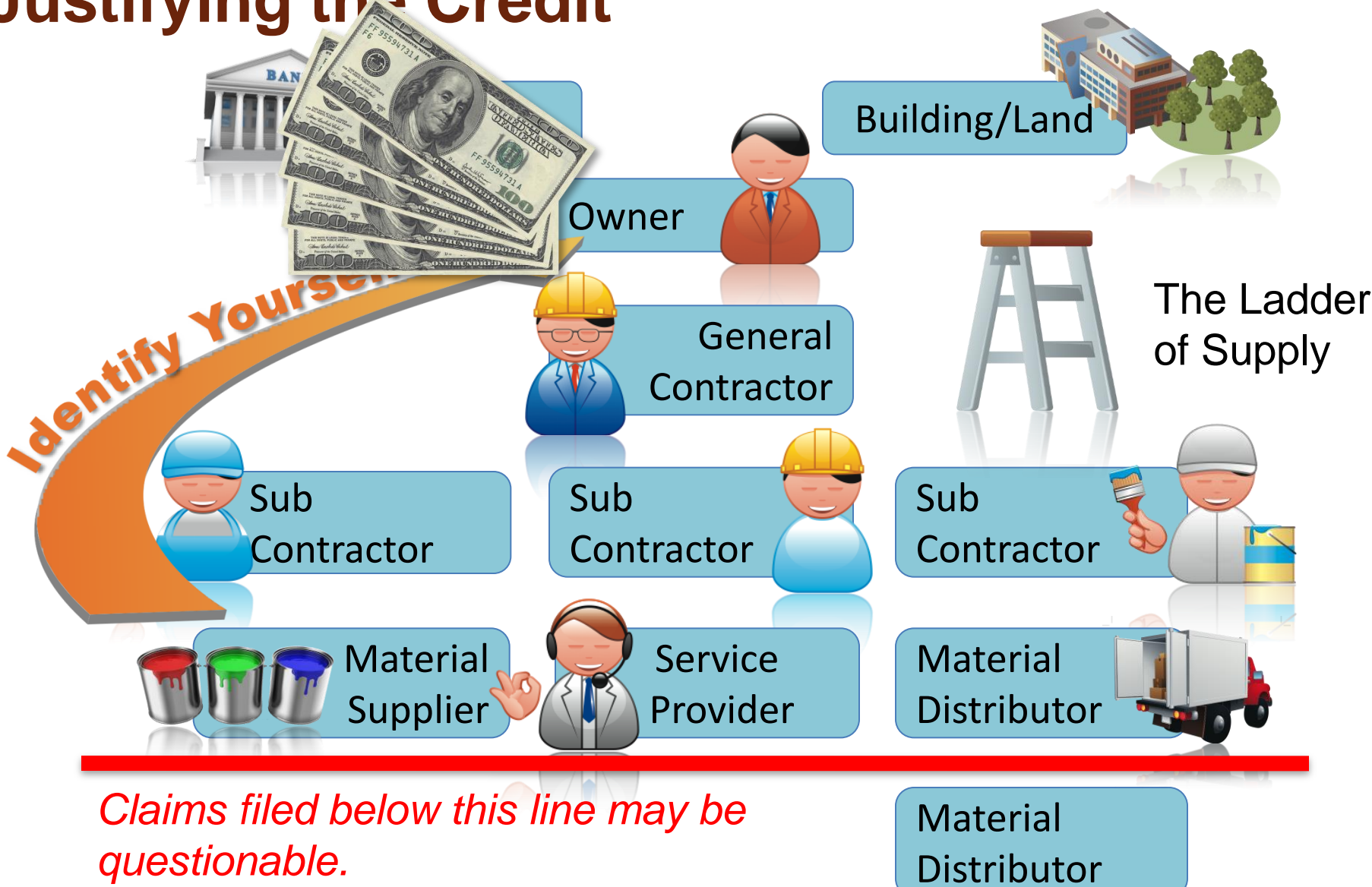


Notice to Owner or Preliminary Notice?



A way for owners of construction projects to identify potential lien claimants and ensure they get paid

Justifying the Credit





Preliminary Notices: Alternate Names

- Notice to owner
- Notice of furnishing
- Preliminary notice
- Notice to contractor
- Notice of unpaid balance
- Notice of non-payment
- Notice of intent
- Notice of lien



Time Frames



- Typically must be served by a defined number of days ***after first furnishing*** materials or services to the construction project
- In some states the notice must be furnished ***prior to furnishing***
- In other states you must calculate the mechanic's lien deadline and **serve the notice so many days *before*** actually filing the lien

Variables Affecting the Requirement of Notices

- With whom did you contract?
- Is the project commercial or residential?
- Did you provide materials, labor, or both?
- Did you provide specially fabricated materials?
- Is the project new construction or an improvement to an existing structure?



Products and Services Provided

- Materials
- Labor
- Materials *and* labor
- Specially fabricated materials
- Rental equipment

Do Notices Hurt?

- They are not recorded
- They do not cost your customer anything
- They only apply if your customer defaults





Preliminary Notice Considerations



- Attach buffering verbiage to the notices

XYZ Company

To whom it may concern:

The sending of the following Preliminary Notice is prescribed by the construction lien laws of [Project State]. This is a statutory requirement and needs to be done as a matter of law.

The sending of this notice should not reflect on the credit worthiness of [Claimant Name]'s customer or any other party to the project nor does it indicate any expected problem in the payment of [Claimant Name]'s invoices.



Preliminary Notice Considerations



- Attach buffering verbiage to the notices
- Mention the possibility of a notice being served in your form of quote

ABC Company

Quote number: 12345

Quantity: 400	Price: \$100,000
Delivery	Approx. 4 weeks upon receipt of PO
Validity of Offer	90 Days from date of offer
Terms of delivery	FOT Freight allowed
Payment Terms	Net 30, subject to credit approval

ABC Company reserves the right to ship defective goods. Our warranties are extremely limited. It is expressly understood that ABC Company has never completed a job or delivered an order on time. We pride ourselves on nonperformance. And, we don't really like you.

Please be advised that as a matter of procedure ABC Company retains its lien rights on all projects. The sending of a preliminary notice is required by the lien laws in most states. This is a statutory requirement and needs to be done as a matter of law. The sending of this notice does not reflect on your credit worthiness or any other party to the project.



Preliminary Notice Considerations



- Attach buffering verbiage to the notices
- Mention the possibility of a notice being served in your form of quote
- Educate your customers



Select A State / Province

-- Please Select --

My Bookmarks

You can bookmark any pages you frequently access to appear in this box for quick navigation. Simply click the Gold Star found at the top of each page.

State Provisions Last Accessed

- ALABAMA Mechanic's & Materialman's Lien (Private)
OHIO Mechanic's & Materialman's Lien (Private)
OKLAHOMA Mechanic's & Materialman's Lien (Private)

Digest / Legislation Updates

View All Updates

SOUTH DAKOTA--SB6--REVISION OF SECURITY REQUIREMENTS

Effective 7-1-2016, the requirement of a performance and payment bond will no longer be waived on state projects when the awarded contract does not exceed \$50,000.00... More

ILLINOIS--HB2635--SUBSTITUTION OF BOND FOR LIEN

Effective 1-1-2016, Illinois statute to include provisions for bonding off mechanic's lien... More

MAINE--LD337--REMOVAL OF LIEN

Effective 10-14-15, Maine statute specifies a time frame in which to release a lien... More

RHODE ISLAND--S0968--NOTICE OF POSSIBLE MECHANIC'S LIEN

Effective 7-15-15, Rhode Island statute now requires the contractor's Notice of Possible Lien prior to furnishing... More

LOUISIANA--SB151--DEPT. OF TRANSPORTATION AND DEVELOPMENT (DOTD)

Effective 5-29-2015, Louisiana has amended requirements under public contracts... More

NEVADA--SB254--RELATING TO CONSTRUCTION - RETAINAGE

live chat



Preliminary Notice Considerations



Many who provide improvements to properties feel payment is more promptly received when a notice to all parties is served.



Preliminary Notice Considerations

In order for you to receive payment more promptly, that generally means your customer has to be paid more quickly.



Who Do You Notify?



Owner, Prime Contractor & Lender

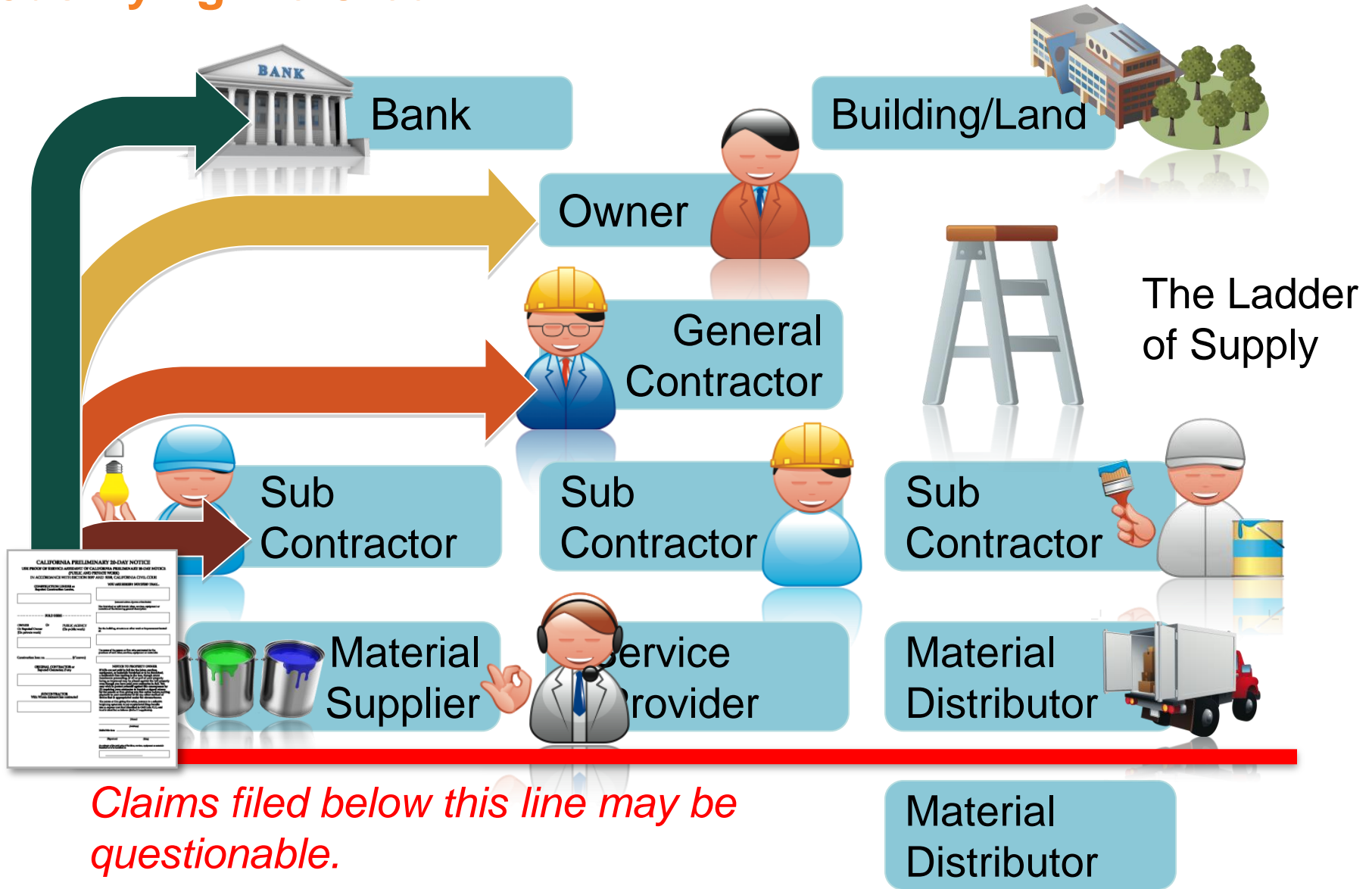
Owner & Prime Contractor

15th 2nd Prime Contractor
15th 3rd Prime Contractor and Owner

Owner & Prime Contractor

Owner or General Contractor

Justifying the Credit



Notice of Commencement

Contains:

- Property owner(s)
- Improvement
- Contractors
- Financing agent(s)
- Surety

PERMIT NO. _____ **NOTICE OF COMMENCEMENT**
STATE OF FLORIDA
COUNTY OF BREVARD **TAX FOLIO NO.** _____

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of the property and street address if available) _____
2. General description of improvement: _____
3. Owner information: a) Name and address: _____
b) Interest in property: _____
c) Name and address of fee simple titleholder (if other than owner): _____
4. Contractor (Name and address): _____
5. Surety:
a) Name and address: _____
b) Amount of bond: _____
6. Lender (Name and address): _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) (7), Florida Statutes (Name and address): _____
8. In addition to himself, Owner designates _____ of _____ to receive a copy of the Lienor Notice as provided in Section 713.13 (1) (b), Florida Statutes.
9. Expiration of date of notice on commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

STATE OF FLORIDA
COUNTY OF BREVARD
The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name of party on behalf of whom instrument was executed) _____ (type of authority eg: officer, trustee, attorney in fact) for _____ (name of person as _____ (name of party on behalf of whom instrument was executed))

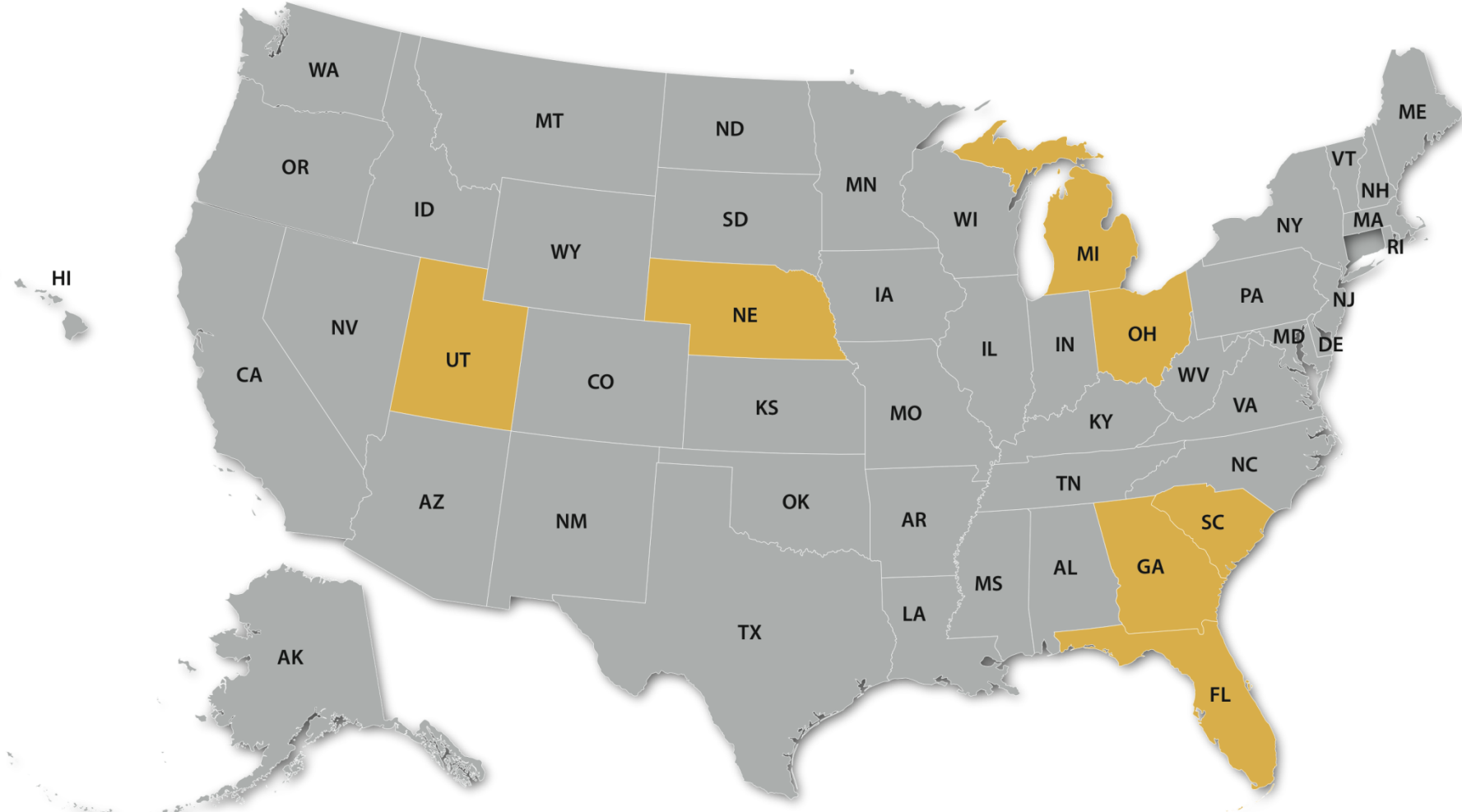
Signature of Owner or Owner's Authorized Officer/Director/Partner/manager _____
Signature's Title/Office _____


Signature of Notary
Print, Type or Stamp Commissioned Name of Notary Public _____
Commission Number _____

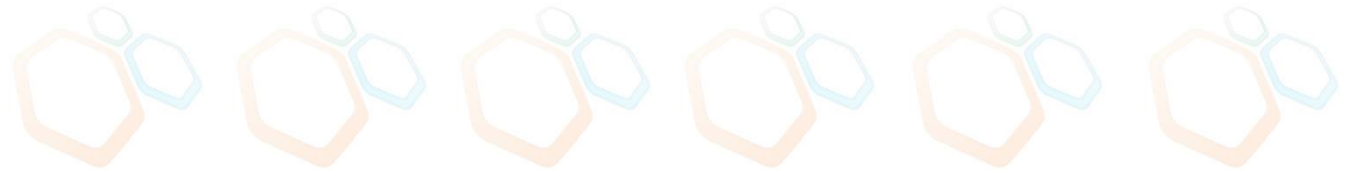
Personally Known _____ or Produced Identification _____

Verification Pursuant to Section 92.525 Florida Statutes
Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and believe.
Signature of Natural Person Signing Above _____

Notice of Commencement



 States with the Notice of Commencement “option” in their Lien Laws
(In some states the NOC is an option and is not required.)

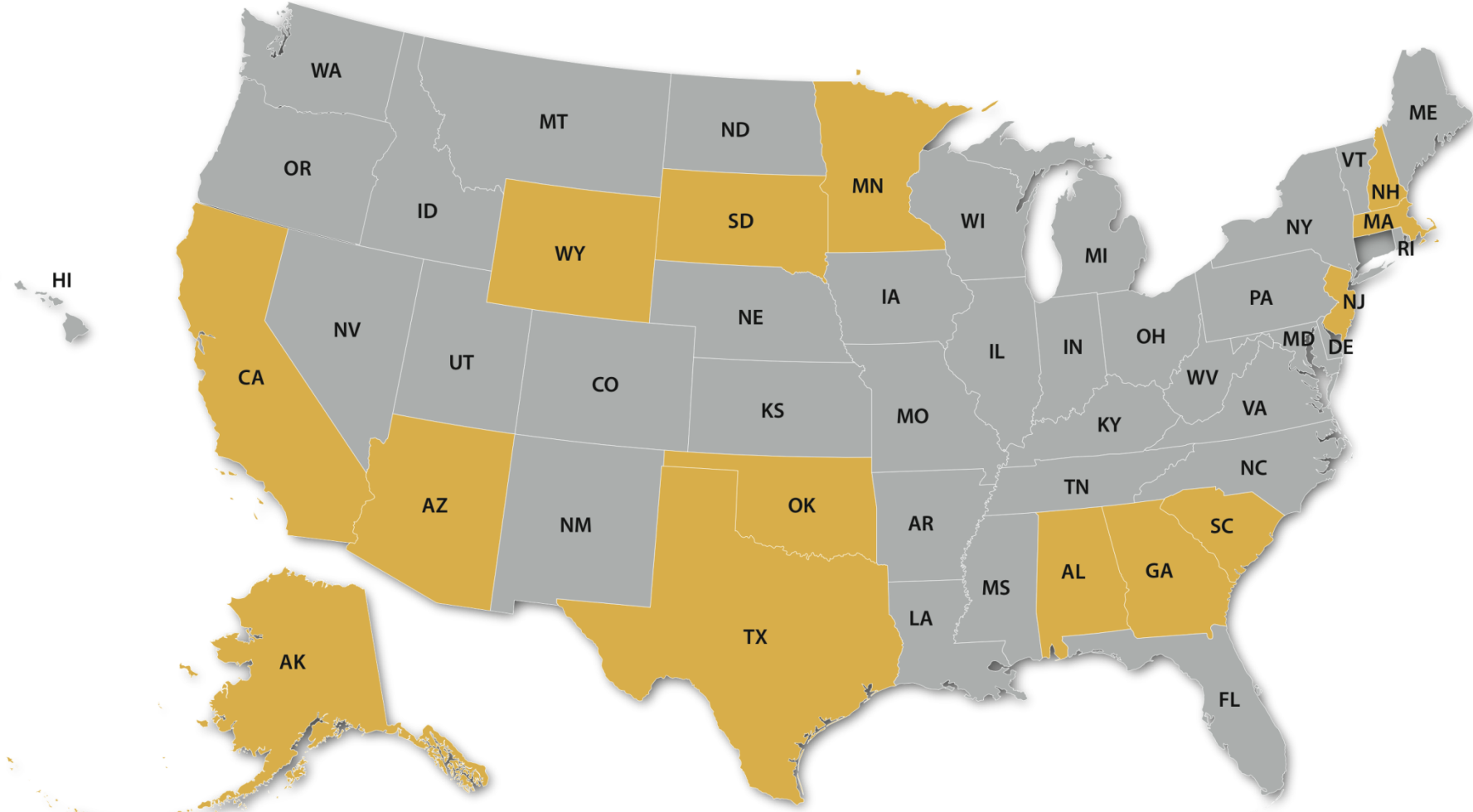



Methods to Verify Ownership

- Tax assessors' offices or websites
- Property ownership websites
- Sales staff
- Dodge reports
- Ask your customers?



Preliminary Notices – Amounts Included



 States requiring the contract amount be included on a preliminary notice

Notice Formats

CALIFORNIA PRELIMINARY NOTICE

USE PROOF OF SERVICE AFFIDAVIT OF CALIFORNIA PRELIMINARY NOTICE
(PRIVATE AND PUBLIC WORK - IN ACCORDANCE WITH SECTION 8034, 8102, 8116 AND 8200 ET SEQ. AND
8034, 8612 AND 9300 ET SEQ. CALIFORNIA CIVIL CODE)

CONSTRUCTION LENDER
(Or Reputed Construction Lender, if Any)

Construction loan no. _____ (if known)

OWNER or PUBLIC AGENCY
(Or Reputed Owner)
(On Private Work) (On Public Work)

DIRECT CONTRACTOR
(Or Reputed Direct Contractor)

SUBCONTRACTOR
(Or Reputed Subcontractor)

SUB-SUBCONTRACTOR
(Or Reputed Sub-Subcontractor)

BOND COMPANY

An estimate of the total price of the labor, services,
equipment or materials furnished or to be furnished is:

\$0.00

An estimate of the amount currently owing to claimant for
providing through the date of this notice the above Work,
after deducting payments and offsets, is:

\$43,310.00

YOU ARE HEREBY NOTIFIED THAT...
INVENTORY MANUFACTURERS DBA THE
CONSTRUCTION PEOPLE
PO BOX 24101
CLEVELAND, OH 44124
(MS. JANE SMITH at (440) 461 - 9661)
(name and address of person or firm - sender)

has furnished or will furnish MATERIALS AND LABOR of the
following general description:

PIECES, PARTS AND THINGAMAJIGS

for the building, structure or other work of improvement located
at:

The name of the person or firm who contracted for the
purchase of such labor, services, equipment or materials:

NOTICE TO PROPERTY OWNER

EVEN THOUGH YOU HAVE PAID YOUR CONTRACTOR IN FULL, if the person or firm that has given you this notice is not paid in full for labor, service, equipment, or material provided or to be provided to your construction project, a lien may be placed on your property. Foreclosure of the lien may lead to loss of all or part of your property. You may wish to protect yourself against this by (1) requiring your contractor to provide a signed release by the person or firm that has given you this notice before making payment to your contractor, or (2) any other method that is appropriate under the circumstances.

This notice is required by law to be served by the undersigned as a statement of your financial condition of the contractor or the person employed by you on the construction project.

If you record a notice of cessation or completion of your construction project, you must within 10 days after recording send a copy of the notice of completion to your contractor or the person or firm that has given you this notice. The notice must be sent by registered or certified mail. Failure to send the notice will extend the deadline to record a claim of lien. You are required to send the notice if you are a residential homeowner a dwelling containing four or fewer units.

Claimant's Notice of unpaid compensation & employer pay
owing to laborers & entities (described in Civil Code §8202(f)
names and addresses of the labore(s) and the Trust Fund
compensation and employer payments is/are due and payable

(Names)
(Addresses)

Mailed this date: JANUARY 5, 2016

_____, Agent
(Signature)

Our Reference: (L196149) ORDER 345-394



JANUARY 5, 2016

ILLINOIS - Notice of Furnishing

VIA CERTIFIED MAIL
DEBTOR CONSTRUCTION
357 SOUTH DRIVE
CLEVELAND, OH 44124

Re: JERRY'S BIG BUILDING
123 MAIN ST
CHICAGO, IL 60604

Dear Sir or Madam:

INVENTORY MANUFACTURERS DBA THE CONSTRUCTION has or will be furnishing you MATERIALS AND LABOR (STUFF, SUPPLIES AND THINGAMAJIGS) for the project. The purpose of this letter is not in any way intended to be a reflection of creditworthiness, but is intended merely to protect the rights of INVENTORY MANUFACTURERS DBA THE CONSTRUCTION PEOPLE, under applicable lien, bond, and other laws. We request that you please provide a copy of any payment bonds for this project.

Attn: Bob Jones
P. O. Box 24101
Cleveland, OH 44124

It is requested that timely payment be made in accordance with the terms of INVENTORY MANUFACTURERS DBA THE CONSTRUCTION PEOPLE's invoice(s). In the event invoices are not paid in accordance with the terms, INVENTORY MANUFACTURERS DBA THE CONSTRUCTION PEOPLE reserves its rights under the mechanic's lien law, any payment bond, and any other possible remedies.

Should you have any questions regarding this notice, please contact MS. JANE SMITH at the address listed below.

Sincerely,

Bob Jones

Bob Jones, (c/o bjones@ncscredit.com) Agent for
INVENTORY MANUFACTURERS DBA THE CONSTRUCTION PEOPLE
PO BOX 24101
CLEVELAND, OH 44124
Contact: MS. JANE SMITH at (440) 461 - 9661
Reference #: L196149



Niewind v. Carlson

Chuck Niewind dba C&N Construction filed lien for work which he was unpaid.

“must be in at least 10-point bold type,.”

Niewind’s prelien notice was in 11-point font, complying with the first requirement, but it was not in bold or capital letters.

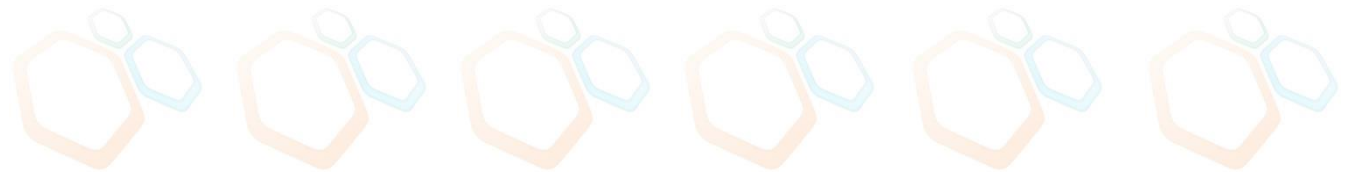
MLM Construction Co., Inc. v. Pace Corp.



- “[i]n accordance with Arizona Revised Statutes § 33-992.01, this is not a lien and this is not a reflection of the integrity of any contractor or subcontractor.”

IGA Aluminum Products vs. Manufacturer's Bank

- IGA sent Welch a Preliminary Notice via first class mail
- California Statute says notice must be delivered by personal service, certified, or registered mail.
- Court found that the statute was unambiguously clear, and that IGA's notice was fatally defective



Determining Factors

- How much is at risk?
- How comfortable are you with the accuracy of the information you have?



Non-Statutory Notices

CALIFORNIA PRELIMINARY NOTICE

USE PROOF OF SERVICE AFFIDAVIT OF CALIFORNIA PRELIMINARY NOTICE
(PRIVATE AND PUBLIC WORK - IN ACCORDANCE WITH SECTION 8034, 8102, 8116 AND 8200 ET SEQ. AND
8034, 8612 AND 9300 ET SEQ. CALIFORNIA CIVIL CODE)

CONSTRUCTION LENDER
(Or Reputed Construction Lender, If Any)

Construction loan no. _____ (if known)

OWNER or PUBLIC AGENCY
(Or Reputed Owner)
(On Private Work) (On Public Work)

DIRECT CONTRACTOR
(Or Reputed Direct Contractor)

SUBCONTRACTOR
(Or Reputed Subcontractor)

SUB-SUBCONTRACTOR
(Or Reputed Sub-Subcontractor)

BOND COMPANY

An estimate of the total price of the labor, services,
equipment or materials furnished or to be furnished is:

\$0.00

An estimate of the amount currently owing to claimant for
providing through the date of this notice the above Work,
after deducting payments and offsets, is:

\$43,310.00

YOU ARE HEREBY NOTIFIED THAT...
INVENTORY MANUFACTURERS DBA THE
CONSTRUCTION PEOPLE
PO BOX 24101
CLEVELAND, OH 44124
(MS. JANE SMITH at (440) 461 - 9661)
(name and address of person or firm - sender)

has furnished or will furnish MATERIALS AND LABOR of the
following general description:

PIECES, PARTS AND THINGAMAJIGS

for the building, structure or other work of improvement located
at:

The name of the person or firm who contracted for the
purchase of such labor, services, equipment or materials:

NOTICE TO PROPERTY OWNER

EVEN THOUGH YOU HAVE PAID YOUR CONTRACTOR IN
FULL, if the person or firm that has given you this notice is not
paid in full for labor, service, equipment, or material provided or
to be provided to your construction project, a lien may be placed
on your property. Foreclosure of the lien may lead to loss of all
or part of your property. You may wish to protect yourself
against this by (1) requiring your contractor to provide a signed
release by the person or firm that has given you this notice before
making payment to your contractor, or (2) any other method that
is appropriate under the circumstances.

This notice is required by law to be served by the undersigned
as a statement of your legal rights. This notice is not intended
to reflect upon the financial condition of the contractor or
person employed by you on the construction project.

If you record a notice of cessation or completion of
construction project, you must within 10 days after contract
send a copy of the notice of completion to your contractor
person or firm that has given you this notice. The notice
be sent by registered or certified mail. Failure to send the
will extend the deadline to record a claim of lien. You
required to send the notice if you are a residential home
a dwelling containing four or fewer units.

Claimant's Notice of unpaid compensation & employ
owing to laborers & entities (described in Civil Code §8750)
names and addresses of the laborer(s) and the Trust F
compensation and employer payments is/are due and pa

(Names)
(Addresses)

Mailed this date: JANUARY 5, 2016

_____, Agent
(Signature)

Our Reference: (L196149) ORDER 345-39



Construction Services Group

JANUARY 5, 2016

729 Miner Rd.
Cleveland, OH 44143
www.ncscredit.com

ILLINOIS - Notice of Furnishing

VIA CERTIFIED MAIL
DEBTOR CONSTRUCTION
357 SOUTH DRIVE
CLEVELAND, OH 44143

Re: JERRY'S BIG BUILDING
123 MAIN ST
CHICAGO, IL 60604

Dear Sir or Madam:

INVENTORY MANUFACTURERS DBA THE CONSTRUCTION has or will be furnishing to
you MATERIALS AND LABOR (STUFF, SUPPLIES AND THINGAMAJIGS) for the above
project. The purpose of this letter is not in any way intended to be a reflection on your
creditworthiness, but is intended merely to protect the rights of INVENTORY
MANUFACTURERS DBA THE CONSTRUCTION PEOPLE, under applicable lien, bond or
other laws. We request that you please provide a copy of any payment bonds for this project to:

Attn: Bob Jones
P. O. Box 24101
Cleveland, OH 44124

It is requested that timely payment be made in accordance with the terms of INVENTORY
MANUFACTURERS DBA THE CONSTRUCTION PEOPLE's invoice(s). In the event the
invoices are not paid in accordance with the terms, INVENTORY MANUFACTURERS DBA
THE CONSTRUCTION PEOPLE reserves its rights under the mechanic's lien law, any payment
bond, and any other possible remedies.

Should you have any questions regarding this notice, please contact MS. JANE SMITH at the
address listed below.

Sincerely,

Bob Jones

Bob Jones, (c/o bjones@ncscredit.com) Agent for
INVENTORY MANUFACTURERS DBA THE CONSTRUCTION PEOPLE
PO BOX 24101
CLEVELAND, OH 44124
Contact: MS. JANE SMITH at (440) 461 - 9661
Reference #: L196149 S.O. 23-345

Preliminary Notice Options

Attorney

- Prepared and sent by an attorney local to the project
- Attorney is accountable
- Money must justify
- NCS monitors next actions

Premium

- Notices are prepared and sent by NCS staff, using information provided by client
- NCS reviews for reasonability
- NCS will attempt to verify ownership through several sources
- NCS monitors next actions

Express

- Notices are prepared and sent by NCS staff, using information provided by client
- Client monitors next actions via NCS online self-tracking system

Review of Topics Covered

- **Preserving mechanic's lien rights is critical** to those contributing to the improvement of real property
- **The first step in most states is to serve a notice** to preserve those rights
- You must **understand the given variables in the state's lien laws** to determine if you are required to serve a notice
- **Critical factors** that determine the validity of your notice are:
 - Timeliness
 - Notification to all required parties
 - Accuracy of information
 - Proper format



Questions & Comments

Thank you for your time!

Visit us online: www.ncscredit.com

Email us: SecureYourTomorrow@ncscredit.com

Call us: 800-826-5256 ext. 177

Jerry Bailey: jbailey@ncscredit.com



Education & Resources

- Don't miss our upcoming webinars! View the schedule at:
www.ncscredit.com/education

- NCS webinars are available OnDemand.
Contact us to learn more.



- View NCS Extra Credit videos on our YouTube channel:
<http://www.youtube.com/user/NCSCredit>



- Follow us on Facebook, Twitter, LinkedIn, YouTube, and Google+

