

**ARIZONA**  
**CONSTRUCTION or MECHANICS**  
**LIEN FORMS**  
**PACKAGE**  
**CONTRACTOR EDITION**  
**(sole proprietor)**

Control Number: AZ-P091-PKG



U.S. Legal Forms™ thanks you for your purchase of a Construction Lien Forms Package. This package is an important tool to help you with the legal issues that may arise between a contractor who performs services and/or supplies materials or equipment to a property but is not paid for the services/materials/equipment. This package includes state specific forms for a contractor operating as a sole proprietor or individual.

### **TABLE OF CONTENTS**

- |      |                              |
|------|------------------------------|
| I.   | Form List with descriptions  |
| II.  | Descriptions of Forms        |
| III. | Tips on Completing the Forms |
| IV.  | Disclaimer                   |

### **I. FORM LIST**

With your Construction Lien Package, you will find many of the forms that are necessary to protect your legal rights or claims to secure and enforce a lien on property for unpaid services and/or materials or equipment.

Included in your package are the following forms:

1. Preliminary 20-Day Notice
2. Request for Information
3. Affidavit of Mailing
4. Notice and Claim of Lien
5. Notice of Completion
6. Written Statement of Recording
7. Written Notice of Intent to Dispute by Contractor

## II. DESCRIPTIONS OF FORMS

Brief descriptions of the forms contained in your U.S. Legal Forms™ Construction Lien Package are found below.

Preliminary 20-Day Notice - This Preliminary Twenty Day Notice shall be given not later than twenty days after the individual Claimant has first furnished labor, professional services, materials, machinery, fixtures or tools to the jobsite.

Request for Information - This form is used by an individual to make a written request for information by any person or his agent intending to file a preliminary twenty day notice.

Affidavit of Mailing - This form is used to prove that the Preliminary Twenty Day Notice was mailed within the required timeframe where the recipient fails to return the acknowledgment of receipt form.

Notice and Claim of Lien - In order to impress and secure the lien provided for in this article, every person claiming the benefits of this article, within one hundred twenty days after completion of a building, structure or improvement, or any alteration or repair of such building, structure or improvement, or if a Notice of Completion has been recorded, within sixty days after recordation of such notice, shall make duplicate copies of a Notice and Claim of Lien and record one copy with the county recorder of the county in which the property or some part of the property is located, and within a reasonable time thereafter serve the remaining copy upon the owner of the building, structure or improvement, if he can be found within the county. The Notice and Claim of Lien shall be made under oath by the claimant or someone with knowledge of the facts.

Notice of Completion - Notice of Completion means a written notice which the owner or its agent may elect to record at any time after completion of construction for the purpose of shortening the lien period. A Notice of Completion shall be signed and verified by the owner or its agent.

Written Statement of Recording - If a Notice of Completion has been recorded, the person recording the notice, within fifteen days of recording, shall mail by certified or registered mail postage prepaid a copy of the Notice of Completion and a written statement of the date of recording and the county recorder's record location information to the original contractor and all persons from whom the owner has previously received a Preliminary Twenty Day Notice. In the event the owner or its agent fails to mail a copy of the Notice of Completion and a written statement of the date of recording and the county recorder's record location information within fifteen days of recording to any person from whom the owner has received a Preliminary Twenty Day Notice, such person shall have one hundred twenty days from completion to impress and secure the lien provided for in this article.

Written Notice of Intent to Dispute by Contractor - This form is used by an individual contractor to put an owner who has filed a Notice and Claim of Lien on notice that the amount listed in that claim is disputed. It must be filed within ten (10) days of receipt of the Notice and Claim of Lien.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### **III. TIPS ON COMPLETING THE FORMS**

The form(s) in this packet may contain "form fields" created using Microsoft Word or Adobe Acrobat (.pdf format). "Form fields" facilitate completion of the forms using your computer. They do not limit your ability to print the form "in blank" and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter "a". Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

### **IV. DISCLAIMER**

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

**THESE MATERIALS ARE PROVIDED "AS IS" WITHOUT ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND INCLUDING WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT OF INTELLECTUAL PROPERTY, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT SHALL U.S. LEGAL FORMS, INC. OR ITS AGENTS OR OFFICERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OR PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION) ARISING OUT OF THE USE OF OR INABILITY TO USE THE MATERIALS, EVEN IF U.S. LEGAL FORMS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**