



# ServiceFax

The History Behind Every Service Provider™



Verified  
Information



Comprehensive  
Records



Trusted  
Insights



Protecting  
Homeowners



Empowering  
Better Decisions

## ServiceFax Lien Waiver Request Form

**ServiceFax™** *The History Behind Every Service Provider™*

### Project Information

**Project Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Homeowner Name:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

### Payment Information

**Invoice Number:** \_\_\_\_\_

**Payment Amount:** \_\_\_\_\_

**Payment Date:** \_\_\_\_\_

**Description of Work Completed:**

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## Lien Waiver Request

The homeowner hereby requests a signed lien waiver from the contractor and any subcontractors, suppliers, material providers, or labor providers who may have furnished labor, materials, or services related to this project.

Please provide the following:

- ☐ Conditional Waiver and Release Upon Progress Payment
  - ☐ Unconditional Waiver and Release Upon Progress Payment
  - ☐ Conditional Waiver and Release Upon Final Payment
  - ☐ Unconditional Waiver and Release Upon Final Payment
  - ☐ Supplier Lien Waivers
  - ☐ Subcontractor Lien Waivers
  - ☐ Material Provider Lien Waivers
  - ☐ Proof of Paid Invoices (if applicable)
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## Contractor Acknowledgment

I acknowledge receipt of this request and agree to provide all applicable lien waivers and supporting documentation associated with the work performed on this project.

**Contractor Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Homeowner Receipt Confirmation

I confirm receipt of the requested lien waiver documentation.

**Homeowner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## ServiceFax Consumer Protection Reminder

Before issuing final payment:

- ✓ Obtain all applicable lien waivers.
- ✓ Verify subcontractors and suppliers have been paid.
- ✓ Retain copies of all signed waivers with your project records.
- ✓ Request a Certificate of Insurance and verify coverage remains active.
- ✓ Keep copies of contracts, change orders, invoices, and payment receipts.

A lien waiver helps reduce the risk of future payment disputes and potential mechanics liens against your property.

