



LIEN RELEASE REQUEST

FAX ALL REQUESTS TO: 1-800-654-0711

LIEN RELEASE HELP LINE: 1-800-230-0282 X 4596 — PLEASE LEAVE MESSAGE.

Hertz provides state statute lien releases. Customer, GC or Owner release forms can be submitted for review and processed if approved by our legal department. Lien release request form is not required to obtain a lien release but hopefully convenient for you and helpful to us to expedite your request. Completed lien releases will be faxed and mailed as instructed. If lien release cannot be completed, you will be notified by fax or phone. Additional information (NTO, invoice or previous release referencing project) might be required. Please submit a new request if additional information has been requested.

TYPES OF RELEASES

1—CONDITIONAL PROGRESS (THROUGH DATE REQUIRED EXCEPT FOR NEVADA JOBSITES.)

Will include all open invoices for the project through requested date. If invoices from the previous month's release remain open, these will be listed as exceptions.

2—UNCONDITIONAL PROGRESS (THROUGH DATE REQUIRED EXCEPT FOR NEVADA JOBSITES.)

All payments must be posted to customer's account and all invoices for project closed through date requested. (This includes all adjustments.)

3—CONDITIONAL FINAL

Completed after all equipment has been picked up from jobsite and billed. Will include all open invoices for project.

4—UNCONDITIONAL FINAL

Completed after receipt and clearance of final payment for project and all invoices closed.

FOR PROMPT RESPONSE, PLEASE COMPLETE BELOW INFORMATION

REQUEST DATE: _____

REQUESTED BY: _____

Customer GC Owner

RELEASE TO BE FAXED TO: _____

RELEASE TO BE MAILED TO: _____

REQUESTOR/CUSTOMER INFORMATION

JOBSITE/PROJECT INFORMATION

REQ NAME: _____

JOBSITE NAME: _____

REQ PHONE #: _____

JOBSITE ADDR 1: _____

CUST NAME: _____

JOBSITE ADDR 2: _____

CUST ACCT #: _____

JOBSITE CITY, ST, ZIP: _____

TYPE OF LIEN RELEASE NEEDED

- 1—CONDITIONAL PROGRESS THROUGH DATE: _____
- 2—UNCONDITIONAL PROGRESS THROUGH DATE: _____
- 3—CONDITIONAL FINAL
- 4—UNCONDITIONAL FINAL

ADDITIONAL COMMENTS, INSTRUCTIONS OR INFORMATION

(i.e. NTO#, INVOICE # OR AMOUNT OF RELEASE)

If an unconditional release cannot be completed at this time due to open invoices, a conditional release will be provided.

Payment to be made by: (conditional releases only) Customer General Contractor Owner .

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