



CONSTRUCTION
Company



Below is a list of the requirements for this release & all NTO filed to execute.

ALL SUB-CONTRACTORS AND SUPPLIERS MUST FOLLOW THESE REQUIREMENTS

Lien Release Letter of Authorization Request & Requirements

ALL RELEASES MUST BE UNCONDITIONAL

AUTHOTIZED SIGNERS: Only an officer/owner of a corporation/LLC or business is permitted to sign lien releases. They must own no less than 10% of the company/business.

OR

NEED A CORPORATE RESOLUTION IF OFFICER IS NOT SIGNING RELEASE PLUS:

If an officer wishes to give permission for an employee or multiple employee's authorization to sign releases, then they may do so by submitting a letter giving authorization for so and so to sign partial and final releases of liens on behalf of the company. This letter of authorization then must be signed by an officer only and notarized.

Notice to owners:

All lien releases must have a TITLE with the signature and be notarized. This even includes TIER subs as well. You must provide a Letter of Authorization who must follow the same requirements.

NO CONDITIONAL RELEASES ACCEPTED AT ANY TIME

The Dollar amount MUST contain Actual amount. NO zero's or \$10.00 accepted.

RELEASE MUST BE UNCONDITIONAL

DIRECTIONS E-MAIL a copy of the release back to carol@maddoxconstructioncompany.com and I will

*******Or you may pick up the check at our offices in exchange for original executed release. BUT YOU MUST MAKE ARRANGEMENTS PRIOR TO MAKE SURE I AM HERE IN THE OFFICE OR CHECK WILL NOT BE RELEASED.*******

mail your check. Upon receipt of check, please do mail original release.

Thank you & please call OR e-mail me at 992-1484 with any questions. carol@maddoxconstructioncompany.com

Carol / Bookkeeper / Controller for Maddox Construction Company