

## Instructions for Waiver and Release of Lien Upon Progress Payment

Fill in each blank on the form, starting with the first, with the following information:

- 1) Amount paid to date
- 2) First date of service for **amount paid to date**
- 3) Last date of service for **amount paid to date**
- 4) Name of general contractor or subcontractor that paid you
- 5) Name of property owner
- 6) Description of property (address or legal description)
- 7) Today's date
- 8) Your company's name
- 9) Your company's address
- 10) Your signature (must be signed in presence of notary)
- 11) Your printed name
- 12) Notary information/seal

Be sure to fill in all fields and make a copy for your records.