

Instructions for Completing Statutory Waiver and Release of Lien Upon Final Payment Form

Instructions:

- Complete the form including all information.
- Make a copy and keep it on file for future reference.
- Exchange original for final payment amount specified.

Empty Field Key

- 1) Amount of final payment
- 2) Customer – the company that hired you.
- 3) The legal property owner (found on the Notice to Owner)
- 4) The legal description of the property (also found on the Notice to Owner). You can also include the physical address and/or job name.
- 5) The date you fill out the notice.
- 6) Your company's name.
- 7) Your company's address.
- 8) Your signature.
- 9) Your printed name.
- 10) Your title.

Important Notes:

This form is a summary form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996, a person cannot require a lienor to furnish a release or waiver of lien other than this statutory form.

If final payment is made by draft or check, you may write on the face of the release or waiver, in your own handwriting: "This release is conditioned upon payment and clearance of check or draft number _____ in the amount of \$ _____ issued on the account of _____ (customer name) at _____ (bank name); otherwise it is void" or words of similar effect. Sign your name beneath this statement. Therefore, if the check or draft does not clear, the release is invalid.