



Zinarro Notice to Owner, LLC

On the edge of tomorrow

P: (727) 483-9844

F: (727) 787-3231

www.fla-nto.com

LIEN RECORDING INFORMATION

Page 1 of 2

Thank you for choosing us to help you record your lien. In using our services, you should understand the following:

- 1) YOU MUST RETURN THE ORIGINAL DOCUMENT to us. Florida clerk's of court require the original form for recording purposes, and you will receive the original back to you once it is recorded.
- 2) YOU MUST FILL OUT EVERY SPACE ON THE LIEN FORM COMPLETELY. The clerk of court will not record an incomplete document.
- 3) A lien is a serious legal document, which can have legal consequences for you and the person against whom you file the lien.
- 4) There are general statutory rules governing liens, which are publicly available, however any specific lien can be subject to the facts of the case. Should you have any concerns or questions about filing a lien you should contact a qualified legal professional BEFORE you file your lien. This would include any questions you have about the correctness or appropriateness of the sample form we provide. A list of Board Certified Construction Law Attorneys is provided on our website at www.fla-nto.com/notice-to-owner-resources.htm.
- 5) Zinarro Notice to Owner is not engaged in rendering or providing legal advice, nor can we or will we. We will record your lien in the appropriate county and make sure that copies of it are mailed to the appropriate party upon recording so that you are compliant with the noticing requirements for the lien.

To utilize our lien recording services, fill out the attached form completely, have it notarized, sign it, and mail it to us at the following address:

Zinarro Notice to Owner
35111 US Highway 19 N. Ste 302
Palm Harbor, Florida 34684

Thanks again for the opportunity to work with you and your company.

Sincerely,

The Zinarro Notice to Owner Team.



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HOW OUR LIEN RECORDING SERVICES WORK

We would love to be able to handle liens the same way we handle notices to owner—you fill out one simple form and we do the rest. Unfortunately, under Florida's Construction Lien Laws, only an attorney or a lienor (you) can "prepare" a lien. Thus, here is how we still are able to provide a valuable service to you:

1. When you place your order, you give us information needed to start the lien process and prepare for recording your lien.
2. We will email you documentation to complete. Usually we send this email within an hour of receiving your order, and always the same day we receive it. We would love to complete this paperwork for you, but as noted above, Florida's Construction Lien Laws require that you complete it. Any company that does otherwise commits a felony. I am sure you understand why we (and any other company following the law) cannot do more.
3. You mail or overnight us back the original document. Again, we wish we could do this over email or fax, but not a single clerk of courts in Florida will accept a non-original document for recording. Thus, we have to have an original document, with original signatures, and an original notary stamp.
4. We provide 6 valuable services. (1) We record your lien in the required county. (2) We make sure your lien is submitted properly and in accordance with the local clerk's requirements. Believe it or not, most Florida clerks of court have unique procedures and fees connected to the recording of liens. (3) We make sure to serve a copy of the lien on the homeowner within the 15 days required by statute. (4) We ensure you have a record of this delivery should you need it in the future. (5) We ensure you receive the original, recorded lien back should you need it in the future. (6) We pay all postage and recording fees, but only charge one flat fee.
5. These procedures apply to ALL lien orders. Our standard service guarantees that you will receive the documentation from us the day you place your order and that we will send the lien out for recording the day we receive the original in our offices. Due to the requirement that we have the original document for recording, unless you courier the original lien over to us the same day, it would be physically impossible for us to send your lien out for recording the same day you place the order. Further, we send liens out for recording via US Mail or FedEx, again making it physically impossible for a lien to be recorded the same day you place your order.
6. Due to the nature of our lien recording services and the fact that we provide you with valuable information almost immediately upon receiving your order, we cannot provide full refunds in the event that you cancel your order once we have begun processing it. We typically begin processing your lien order within 15 minutes of receiving it.



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LIEN RECORDING REQUEST FORM

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Zinarro Notice to Owner is happy to help you with recording a lien. Most of the information used to prepare a notice to owner can also be used in preparing a lien. However, in the State of Florida, only licensed attorneys or the lienor can prepare a lien. Anyone else who does so commits a felony. What Zinarro Notice to Owner offers is the service of ensuring your lien is recorded in the right county, within the right timetables, and mailed out to all the parties required by law.

HOW THIS WORKS: Place your order by filling out the form below and faxing it to us at the number above. Once we receive it, you will receive a form from us via email or fax, whichever you provide. You must complete, sign, and have this form notarized. We wish we could just do it all for you, but Florida Law requires this. You'll also receive instructions on how to send the form back to us. Once we receive it, we will record it. You will receive the form from us within 24 hours, usually the same business day if your order is placed before 3:00pm. Contact us at the number above if you have any questions.

Please complete the form with as much information as you have.

Your Company's Information

Company Name:		Phone:
Contact Person:		Fax:
Address:		
City:	State:	Zip:
Email:		

Job Site Information

Project Name:		
Address:		
City:	State:	Zip:
County:		
Work Performed:		
Was this job bonded:	Yes No	Permit #:
Folio/Parcel #:	Notice of Commencement Doc #:	

Additional Information

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How Fast do You Want the Lien to be Processed Once we Receive it From You

	Standard Service - \$125.00 – sent out for recording the same business day received.
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How Fast do You Want the Lien to Get to the County Recorder's Office

	Standard Service - \$0.00 – documents sent by U.S. Mail
	FedEx - \$30.00 flat fee – documents sent to by FedEx only, next day delivery guaranteed within Florida.

Note, we will always send a copy of the lien to the property owner via certified mail, return receipt requested. This is included in the price.

*****NOTE, ONCE WE BEGIN PROCESSING YOUR ORDER, LIEN RECORDING SERVICES ARE NOT FULLY REFUNDABLE*****

Payment Information (by signing below you are authorizing Zinarro Notice to Owner, LLC to charge your credit card for the total of the amounts selected above.)

Referred By:	
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express <small>If your card is American Express, you will be charged an additional \$5 surcharge.</small>
Credit Card Number:	
Credit Card Expiration Date:	
Credit Card Security Code: <small>(3 digits on back of card for Visa/MC, 4 digits on front for AmEx)</small>	
Billing Address:	
Full Name On Card:	
<small>By signing below, you agree that you have read and agree to the Terms of Service listed on www.fla-nto.com/terms-of-service.htm.</small>	
Signature	Date