



# Zinarro Notice to Owner, LLC

On the edge of tomorrow

P: (727) 483-9844

F: (727) 787-3231

[www.fla-nto.com](http://www.fla-nto.com)

## LIEN RELEASE RECORDING INFORMATION

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

- 1) YOU MUST RETURN THE ORIGINAL DOCUMENT to us. Florida clerks of court require the original form for recording purposes, and you will receive the original back once it is recorded.
- 2) YOU MUST FILL OUT THE FORM COMPLETELY. Florida clerks of court will not record incomplete documents.
- 3) Lien releases are serious legal documents that can have legal consequences for you and your company, including a complete waiver of any rights to collect a debt. Only use our lien release services if you are sure you really want to release the lien you have in place.
- 4) There are general statutory rules governing liens and releases, which are publicly available, however any specific lien release can be subject to the facts of the case. Should you have any concerns or questions about filing a lien release, you should contact a qualified legal professional BEFORE you file your release. 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 on our website at [www.fla-nto.com/notice-to-owner-resources.htm](http://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 release in the appropriate county and make sure that copies of it are mailed to the appropriate party.

To utilize our lien release 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, LLC  
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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## LIEN RELEASE RECORDING REQUEST FORM

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**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 Release to be Processed Once we Receive it From You

	Standard Service - \$85.00 – sent out for recording the same day received.
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### How Fast do You Want the Release 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 release to the property owner via certified mail, return receipt requested. This is included in the price.

**\*\*\*NOTE, ONCE WE BEGIN PROCESSING YOUR ORDER, LIEN RELEASE 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:      Visa              Mastercard              Discover              American Express	
If your card is American Express, you will be charged an additional \$5 surcharge.	
Credit Card Number:	
Credit Card Expiration Date:	
Credit Card Security Code:	
(3 digits on back of card for Visa/MC, 4 digits on front for AmEx)	
Billing Address:	
Full Name On Card:	
By signing below, you agree that you have read and agree to the Terms of Service listed on <a href="http://www.fla-nto.com/terms-of-service.htm">www.fla-nto.com/terms-of-service.htm</a> .	
Signature	Date