

## Make a Claim - North West Territories - Regular Service Form

What is your Company Name and Address?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ P.C.: \_\_\_\_\_

Who owns the property where the work was done?

What is their address if known?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ P.C.: \_\_\_\_\_

Do you know the Legal description of property where work or materials were supplied? Eg: Lot, Block, Plan, Street Address:

In the following land:

\_\_\_\_\_

What type of work or materials did you supply?

The Lien is claimed in respect of the following work or materials:

\_\_\_\_\_

\_\_\_\_\_

Name and address of who owes you money:

Which work or materials were or are to be provided for:

Name of Person or Corporation:

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov \_\_\_\_\_ P.C. \_\_\_\_\_

If applicable, check this box:

This lien is in respect of an improvement to an oil or gas well, or to an oil or gas well site, for which the lien may be registered in the Land Titles Office not later than 90 days from the last day that the work was completed or the materials were last furnished.

Check one box only:

a) The work was completed or the materials last supplied on (date) \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_

OR

b) The work is not yet completed or all the materials have not yet been furnished.

How much money are you owed?  
*[minimum claim is \$300]*

The sum claimed as due or to become due is:

\$ \_\_\_\_\_

The address for service of the Lienholder is:

Your Company address as listed above or

other: \_\_\_\_\_

Lien-Pro Inc.  
314-8944 182 ST., Edmonton T5T 2E3  
in the Province of Alberta.

**FAX FORM TO: 1-866-266-0137**

## RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of **Lien-Pro Inc.** filing Builders Liens on my/our behalf and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I/We hereby agree as follows:

1. **TO WAIVE ANY AND ALL CLAIMS** that I have or may have in the future against **Lien-Pro Inc.** and their solicitors, directors, officers, employees, guides, agents, independent contractors, representatives, successors and assigns and **TO RELEASE LIEN-PRO INC.** and its solicitors from any and all liability for any loss, damage, expense that I may suffer.
2. **TO HOLD HARMLESS AND INDEMNIFY LIEN-PRO INC.** and its solicitors from any and all liability resulting from filing builders' liens on my/our behalf.
3. That this Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;
4. This Agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the laws of the province in which the lien was filed; and
5. I hereby authorize **Lien-Pro Inc.** and its solicitors to file a Builders Lien on our behalf solely based upon the information I provide to **Lien-Pro Inc.**
6. I understand that the statement of lien in Alberta must be filed (i) within a 45-day period, or (ii) with respect to an oil or gas well or an oil and gas well site, within a 90-day period following the completion or abandonment of the work or of the supplying of the last of the materials or else it ceases to exist. It is my/our responsibility to submit my/our lien for registration to **Lien-Pro Inc.** within the correct time period, pursuant to section 22(2) of the Interpretation Act, R.S.A. 2000, c.B-7.  
I understand that the Construction Lien in Ontario must be registered within 45 days after the issuance of the certificate or declaration of the substantial performance of contract, or if not applicable, from the date the contract was completed or abandoned. It is my/our responsibility to submit my/our lien to **Lien-Pro Inc.** within the correct time period, allowing time for proper searches and registration to title, or else my/our lien will be invalid. It is my/our responsibility to submit my lien for registration to **Lien-Pro Inc.** and its solicitors, within the applicable time period pursuant to sections 31(2) and 31(3) of the *Construction Lien Act*, R.S.O. 1990, c. C.30.  
I understand that the statement of lien in Saskatchewan must be filed (i) within a 40-day period following the completion or abandonment of the work or of the supplying of the last of the materials or else it ceases to exist. It is my/our responsibility to submit my/our lien for registration to **Lien-Pro Inc.** within the correct time period, pursuant to The Builder's Lien Act - Chapter B-7.1\* of the *Statutes of Saskatchewan, 1984-85-86* (effective January 1, 1986) as amended by the *Statutes of Saskatchewan, 1986, c.8; 1988-89, c.54; 1989-90, c.29; 1993, c.C-26.1; 1996, c.E- 9.3 and 47; 1997, c.S-50.11; 2000, c.L-5.1; 2001, c.23; 2002, c.C-11.1, R-8.2 and S-35.02; 2004, c.C-11.2 and L-16.1; 2005, c.M-36.1 and S-35.03; and 2006, c.C-1.1 and 25.*  
I understand that the statement of lien in the Northwest Territories must be filed (i) within a 45-day period following the completion or abandonment of the work or of the supplying of the last of the materials or else it ceases to exist. It is my/our responsibility to submit my/our lien for registration to **Lien-Pro Inc.** within the correct time period, pursuant to the **MECHANICS LIEN ACT** R.S.N.W.T. 1988,c.M-7 **AMENDED BY** R.S.N.W.T. 1988,c.8(Supp.) In force July 19, 1993; SI-008-93, S.N.W.T. 1998,c.5, S.N.W.T. 1998,c.17, S.N.W.T. 2004,c.11, S.N.W.T. 005,c.14, S.N.W.T. 2009,c.12.  
I understand that the statement of lien in the Yukon Territories must be filed (i) within a 45-day period following the completion or abandonment of the work or of the supplying of the last of the materials or else it ceases to exist. It is my/our responsibility to submit my/our lien for registration to **Lien-Pro Inc.** within the correct time period, pursuant to the **REVISED STATUTES OF THE YUKON 2002**, Chapter 18 of the *Builders Lien Act*.  
I understand that the statement of lien in Manitoba must be filed within a 40-day period, following the completion, substantial performance, abandonment of the work or of the supplying of the last of the materials/ work or else it ceases to exist. It is my/our responsibility to submit my/our lien for registration to **Lien-Pro Inc.** within the correct time period, pursuant to section **43(1) – 43(5) of The Builders' Liens Act C.C.S.M. c. B91**

- 7. I/We recognize that it is our responsibility to begin legal to protect our Builders'/Construction/Mechanics' Lien if not paid within the prescribed time periods as outlined in the corresponding Act (as referenced above) in the jurisdiction in which our lien is filed.
- 8. I/We are familiar with the Alberta *Builders' Lien Act*, R.S.A. 2000, c. B-7, I/We are familiar with the *Construction Lien Act*, R.S.O. 1990, c. C.30 in Ontario and the terms and conditions therein. I/We are familiar with the *The Builder's Lien Act - Chapter B-7.1\** of the Statutes of Saskatchewan, 1984-85-86 (effective January 1, 1986) as amended by the Statutes of Saskatchewan, 1986, c.8; 1988-89, c.54; 1989-90, c.29; 1993, c.C-26.1; 1996, c.E-9.3 and 47; 1997, c.S-50.11; 2000, c.L-5.1; 2001, c.23; 2002, c.C-11.1, R-8.2 and S-35.02; 2004, c.C-11.2 and L-16.1; 2005, c.M-36.1 and S-35.03; and 2006, c.C-1.1 and 25 and the terms and conditions therein. I/We are familiar with the *MECHANICS LIEN ACT* R.S.N.W.T. 1988,c.M-7. I/We are familiar with the *REVISED STATUTES OF THE YUKON 2002*, Chapter 18 of the *Builders Lien Act*. I/We are familiar with The *Builders' Liens Act* C.C.S.M. c. B91 in Manitoba and the terms and conditions therein.
- 9. I/We guarantee that the information provided in the **LIEN-PRO Make a Claim** forms attached (including names, lien location (property to be liened), amounts of the builders liens claim requested and date of service/completion date) are correct.
- 10. After the lien is filed, I/We may call upon LIEN-PRO® to provide further consultative and administrative functions, including but not limited to: receiving telephone calls and emails from third-parties, receipt of documents on our behalf, and receipt and disbursement of lien funds. I/We agree to pay LIEN-PRO® at the rate of \$195.00 per hour, billed in fifteen minute increments for its time performing these functions as well as the payment of disbursements on our behalf. I/We agree to allow LIEN-PRO® to debit the credit card provided to cover such charges as they occur from time to time.

In entering into this Agreement I/We are not relying on any oral or written representations or statements made by **Lien-Pro Inc.** with respect to the filing of builders' liens, other than what is set forth in this Agreement.

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST LIEN-PRO INC., OR ITS SOLICITORS.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Signature of Client: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Who should we contact if we have any questions about your claim?

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

# Credit Card Authorization Form

Due to strict credit card processing rules, Lien-Pro Inc. requires an authorization form for all transactions when the card is not present. We apologize for this inconvenience.

**This form will NOT send your credit card information over the Internet. It simply allows you to print a filled in authorization form.**

**Step 1 - Fill in all text boxes.  
Step 2 - Print this page.**

**Step 3 - Initial and Sign form at bottom  
Step 4 - Fax to (866) 266-0137**

**Name:** \_\_\_\_\_  
(As appears on card)

Visa      MasterCard      AMEX

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_

E-mail address: \_\_\_\_\_ Security Code: \_\_\_\_\_

Daytime Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Promo Code: \_\_\_\_\_ (if applicable)

**Billing address for credit card:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov \_\_\_\_\_ P.C. \_\_\_\_\_

## **Payment Option 1:**

\_\_\_\_\_  
initial I authorize a charge of \$399 + disbursements & tax (approx. \$545) to the above  
credit card as payment for payment for \_\_\_\_\_ (lien service).

## **Payment Option 2:**

\_\_\_\_\_  
initial I authorize LIEN-PRO INC. to charge my credit card the necessary amount required to process my documents or to  
perform my required services.

\_\_\_\_\_  
initial After the lien is filed, I/We may call upon LIEN-PRO® to provide further consultative and administrative functions, including but not limited to: receiving telephone calls and emails from third-parties, receipt of documents on our behalf, and receipt and disbursement of lien funds. I/We agree to pay LIEN-PRO® at the rate of \$195.00 per hour, billed in fifteen minute increments for its time performing these functions as well as the payment of disbursements on our behalf. I/We agree to allow LIEN-PRO® to debit the credit card provided to cover such charges as they occur from time to time.  
**NOTE: This pre-authorization is mandatory in order to have your lien filed and registered with LIEN-PRO INC.**

Credit Card Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_

Once the lien is processed you will receive a certified copy of title evidencing your lien.  
Lien-Pro Inc. - Canada Wide Lien Filing- Voice: (866) 266 0117 - Fax: (866) 266 0137