



Construction Forms Filing Service – Request Form

FAX to 702-259-9908

You can also submit your requests online – log on to <http://nacmor.anscers.com>.

Company Name: _____

Address: _____

Phone: _____

Member #: _____ Your Name: _____ Email: _____

Instructions:

- a. Allow at least 48-72 hours after receipt for preparation.
- b. Fill out sections 1-9 for preliminary notices, 1-16 for all other services.

1. Your Customer’s Name:

6. Date started: _____

7. Owner: (name/address) _____

2. Phone: () - _____

Fax: () - _____

3. Job Name & Address:

8. General Contractor: (name/address)

4. Materials furnished (18 character or less):

9. Lender/Bond info: (if applicable)

5. Estimated dollar amount: _____

For Mechanic’s Liens Only: Fill out sections 10-16

10. Please attach a copy of the preliminary notice.

11. The exact dollar amount that is due after credits and offsets is: \$ _____

12. Date of last invoice/billing: _____

13. Dates materials or service were furnished: from _____ to _____

14. Terms of sale: _____

15. Have you received a “Notice of Completion” on this project? _____

16. Is your company a: () Corporation () Other (please indicate) _____

PLEASE INDICATE SERVICE REQUIRED:

- | | | |
|---------------------------------|---------------------------------|-----------------|
| () Preliminary Notice | () 90-day Notice | () Other _____ |
| () Mechanic’s Lien | () Public Bond Claim | |
| () Mechanic’s Lien Release | () CA Stop Notice | |
| () Research Fee (max. \$25.00) | () Same-Day Service Surcharge* | |

* Please call CMA (800) 841-5793 to confirm same-day service

For CMA use only

Received: _____

Entered: _____

Billed: _____