

MyLegalDEPOT.COM

8780 Valley Blvd Suite O • Rosemead, CA 91770

Phone: 800-820-2144 Fax: 626-408-6693

www.MyLegalDepot.com

Simple 4-Step Ordering Process for Nevada 15-Day Notice of Intent to Lien

1. Complete the fillable PDF order form and fax to 626-408-6693. Once the order form is received, a representative will contact you to confirm the receipt of your order.
2. Our experienced staff will research the property profile and review your order for errors and discrepancies. We will prepare and email you a copy of the document to review within 2 business days.*
3. After reviewing the document for errors, please reply via email with a final approval. Once approved, we will sign your document as your authorized agent and serve the notice by Certified Mail with Electronic Return Receipt.
4. Once the 15-Day Notice of Intent to Lien is delivered, the Post Office will provide you with the signature confirmation via email. We will notify you if the letter is rejected by the addressee.

*Documents will be prepared and emailed to you within 2 business days. Delays are uncommon, but may occur due to uncontrollable circumstances.

Instructions for Completing Nevada 15-Day Notice of Intent to Lien Order Form

Leave any unknown fields blank. We will conduct property research in order to locate and populate any blanks in your order form. We will contact you if there are any inconsistencies or if additional information is required. Below are instructions to assist you with the completion of the 15-Day Notice of Intent to Lien order form.

Section 1: Provide your company information. The company contact person is the person who should be contacted in case we have questions. This person will also be listed as the contact person for your debtor. Be sure to provide us with the contact person's email. Correspondence, notices, and confirmations will be emailed to the contact person.

Section 2: Provide general information about the job site. The simplest way for us to identify the location of the property is by a property address. If the property is vacant land, please provide an Assessors Parcel Number and/or proposed property address. Also provide the property owner's name and his/her mailing address. If you do not have the owner information, leave it blank and we will automatically populate it for you after conducting the property research.

Section 3: Provide information regarding the person and/or company who you contracted with for the work of improvement to the property. Leave any unknown fields blank.

Section 4: Provide details about the contract. List the total amount of the original contract, total amount of any changed work orders, the total amount of work provided or completed to date, and the total amount of any payments received. Calculate the total amount owed to your company and insert in the appropriate field. Interest will be calculated as simple interest per year (360 days). *Example: \$30,000 at a 10% interest rate is \$3,000 of interest per year. The monthly interest would be \$250 per month.* Be sure to provide specific details about the payment terms. Please include details about the payment timeline, progress payments, final due date, and any special terms or conditions in regards to payment.

Section 5: Summarize the labor, services, equipment, and/or materials you have provided to the property.

Section 6: Provide information about the general contractor. If you are the general contractor, you must still provide your information in this section. N.R.S. 108.226(6) requires the 15-Day Notice of Intent to lien to be served on the property owner and general contractor. As strange as it may seem, this law requires that a general contractor serve itself with a 15-Day Notice of Intent to lien, although there are no reported decisions that have invalidated a claim because the contractor failed to serve itself. However, we do recommend that a general contractor serve itself with this notice in order to avoid any potential issues.

Section 7: Please provide your payment information. We only accept Visa or Mastercard.

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ORDER FORM

NEVADA 15-DAY NOTICE OF INTENT TO LIEN

Section #1: YOUR COMPANY INFORMATION

Business Name: _____ Office Phone #: _____

Business Address: _____ City: _____ St: _____ Zip: _____

Company Contact Person: _____ Contact Phone #: _____

Contact's Email: _____ **(Will be used for correspondence, notices, and confirmations)**

Section #2: JOB SITE INFORMATION

Project Name: _____ Property Type: _____

Job Site Address: _____ City: _____ St: **NV** Zip: _____

Property Owner Name(s): _____

Owner's MAILING Address: _____ City: _____ St: _____ Zip: _____

Section #3: REQUESTORS OF THE WORK OF IMPROVEMENT

Who requested the work? ☐ Property Owner ☐ General Contractor ☐ Sub-Contractor ☐ Property Manager
(Please check only one)

☐ Other (Please Describe): _____

Requestor's Name or Business Name: _____ Phone #: _____

Requestor's Address: _____ City: _____ St: _____ Zip: _____

Section #4: CONTRACT DETAILS

Contract Type: ☐ Verbal Agreement ☐ Written Contract

Total amount of the original contract.....\$ _____

Total amount of all additional or changed work, material and equipment.....\$ _____

Total amount of all work, material, equipment provided or completed to date.....\$ _____

Total amount of all payments received to date.....\$ _____

Total amount owed.....\$ _____

Would you like to charge interest on the money owed? ☐ Yes ☐ No

If Yes, interest rate of _____% per **year**, beginning from the Date: _____

Describe in details the payment terms (details about progress payments, due dates, or any special terms):

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Section #5: LABOR, SERVICES, EQUIPMENT, AND/OR MATERIALS PROVIDED

Summarize the labor, services, equipment, and/or materials you provided to the property:

Section #6: GENERAL CONTRACTORS INFORMATION

N.R.S. 108.226(6) requires the 15-Day Notice of Intent to lien to be served on the property owner and general contractor. As strange as it may seem, this law requires that a general contractor serve itself with a 15-Day Notice of Intent to lien, although there are no reported decisions that have invalidated a claim because the contractor failed to serve itself. However, we do recommend that a general contractor serve itself with this notice in order to avoid any potential issues.

Company Name: _____ Contact Person: _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Section #7: PAYMENT INFORMATION

Fee: \$75.00* plus postage

(Postage is \$5.54 per letter. The total cost of postage will be calculated and added to the \$75.00 base fee.)

Card Type: ☐ Visa ☐ Mastercard

Credit Card Number: _____ Expiration: _____ 3-Digit Security #: _____

Cardholder Name: _____ Cardholder Phone #: _____

Billing Address: _____ City: _____ St: _____ Zip: _____

**Pricing includes the cost for two notarizations. My Legal Depot will sign and notarize the signature as your authorized agent and attorney in fact for the Notice of Intent to Lien. The Notice of Intent to lien will be served by USPS certified mail with Electronic Return Receipt.*

By signing below, you hereby agree to our [Terms and Conditions of Use](#) and authorize My Legal Depot to charge the above amount to the credit card provided. Additional fees or other costs associated with your order will only be charged upon the cardholder's verbal or written authorization. You also hereby permit any legal document assistant employed by My Legal Depot to sign, execute, and serve your Notice of Intent to Lien on the appropriate parties as your appointed attorney in fact and authorized agent.

Signature: _____

PLEASE FAX ORDER FORM TO:
626-408-6693

A representative will call you to confirm the receipt of your order. If you do not receive a confirmation call within 2 hours, please contact us at 1-800-820-2144 to confirm the receipt of your fax.