

# MyLegalDEPOT.COM

8780 Valley Blvd Suite O • Rosemead, CA 91770

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

[www.MyLegalDepot.com](http://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.

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## **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):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ORDER FORM**  
**NEVADA 15-DAY NOTICE OF INTENT TO LIEN**  
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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:**

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**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.**