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**BYRNE, COSTELLO & PICKARD, P.C.**  
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**LIEN FILING INFORMATION FORM**

**CLIENT/LIENOR INFORMATION**

1. Complete name: \_\_\_\_\_
2. Business address: \_\_\_\_\_
3. Telephone number: \_\_\_\_\_
4. Name and title of individual who will be available to discuss lien information with attorney and sign notice of mechanic's lien:  
  
Name/Title \_\_\_\_\_

**CONTRACTOR/SUBCONTRACTOR INFORMATION**

1. Name and address of General Contractor (if client is subcontractor):  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
2. Date of first labor and/or material: \_\_\_\_\_
3. Date of last labor and/or material: \_\_\_\_\_

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4. Description of labor performed: \_\_\_\_\_  
\_\_\_\_\_
  5. Description of materials furnished: \_\_\_\_\_  
\_\_\_\_\_
  6. Name and address of Subcontractor (if Client is supplier or sub-subcontractor):  
\_\_\_\_\_  
\_\_\_\_\_
  7. Attach copy of subcontract or purchase order and any change orders (approved and pending).

**FINANCIAL INFORMATION**

1. Subcontract sum, including all change orders (approved and pending): \_\_\_\_\_
2. Amount completed and stored to date: \_\_\_\_\_
3. Amount Paid to Date: \_\_\_\_\_
4. Amount unpaid to date (2 minus 3, including retainage): \_\_\_\_\_
5. Attach copies of Payment Applications and/or Invoices, together with Statement of Account.

**PRIVATE PROPERTY** (skip to Public Improvement if Public Project)

1. Record Title Holder: \_\_\_\_\_
2. Street Address: \_\_\_\_\_

3. Legal Description: \_\_\_\_\_  
County: \_\_\_\_\_  
Town/City: \_\_\_\_\_  
Subdivision/Tract: \_\_\_\_\_  
Lot Number: \_\_\_\_\_

**PUBLIC IMPROVEMENT:**

1. Name of Municipality (i.e., State, County, Town, Village, School District):  
\_\_\_\_\_
2. Name/Title of Head of Governmental Unit: \_\_\_\_\_  
\_\_\_\_\_
3. Name/Title of Head of Department in Charge of Construction: \_\_\_\_\_  
\_\_\_\_\_
4. Name/Title of Chief Financial Officer: \_\_\_\_\_  
\_\_\_\_\_
5. Description of project: \_\_\_\_\_  
\_\_\_\_\_
6. Contract Number: \_\_\_\_\_
7. If project completed, date of completion (if known): \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

## RULES

1. Byrne, Costello & Pickard, P.C., will be listed as attorney for the lienor unless the lienor requests otherwise.
2. It is understood that Byrne, Costello & Pickard, P.C. may be filing liens on behalf of other subcontractors and/or suppliers against the same project, and does not consider this to be a conflict of interest based upon this disclosure. All lienors share ratably (not first -in-time). In the event that an actual conflict of interest should arise, Byrne, Costello & Pickard, P.C. will consult with the member and take appropriate action.
3. Client will be billed for disbursements made in connection with the filing of the lien, including County Clerk's fees (\$20.00); certified mail; and title company charges where required to ascertain legal description.
4. Byrne, Costello & Pickard, P.C., will not automatically renew the lien (one year) unless the member requests renewal of the lien in writing.
5. The attached form, properly completed, must be received by Byrne, Costello & Pickard, P.C., at least five (5) working days in advance of filing for lien to be filed on Onondaga County projects, and at least ten (10) working days in advance of filing for liens to be filed on projects located outside Onondaga County.