PREPARING YOUR TRANSACTION
MECHANICS LIEN REVIEW DOCUMENTATION CHECKLIST

To help ensure a smooth closing and avoid unnecessary delays, Fidelity National Title begins reviewing potential mechanics lien issues as early as possible in the transaction.

The following items may be requested depending on the nature of the property, construction activity, and transaction structure.

DOCUMENTATION CHECKLIST

PROJECT & TRANSACTION INFORMATION

- ❑ Transaction summary and parties involved
- ❑ Purchase and Sale Agreement
- ❑ Agreements outlining responsibility for construction or improvements

CONSTRUCTION INFORMATION (IF APPLICABLE)

- ❑ Construction loan information
- ❑ Contractor agreements and subcontractor information
- ❑ Project budget and draw schedule

FUNDING & FINANCIAL INFORMATION

- ❑ Sources and uses of funds
- ❑ Loan details and capital structure
- ❑ Financial statements and/or indemnity from a financially strong party

PROJECT STATUS

- ❑ Status of completed and ongoing work
- ❑ Contractor and owner statements
- ❑ Inspection reports
- ❑ Certificate of Occupancy (if applicable)

LIEN DOCUMENTATION (MOST IMPORTANT)

- ❑ Conditional and unconditional lien waivers
- ❑ Evidence that contractors, subcontractors, suppliers, and vendors have been paid

INCOME PROPERTY INFORMATION (IF APPLICABLE)

- ❑ Current rent roll
- ❑ Lease agreements
- ❑ Income and expense statements

WHY WE REQUEST THIS INFORMATION

Providing documentation early in the transaction allows us to:

- ✔ Evaluate potential mechanics lien exposure
- ✔ Identify title issues before closing
- ✔ Minimize last-minute requests
- ✔ Keep your transaction on schedule

IMPORTANT NOTE

Every transaction is unique. Additional documentation may be required based on the property's history, construction activity, ownership structure, or underwriting requirements.

Fidelity National Title®

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