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## Mechanics Lien Requirements

Indiana Code Reference (IC 32-28-3, IC 36-2-11-16.5)

1. Claimant Name with complete Claimant address.
2. Recipient/Property owner name with complete address of Recipient/Property owner.
3. Complete legal description as listed on deed of property as well as commonly known address.
4. All signatures must be notarized. If notarized in Indiana, the following is required.
  - a. Affirmation statement followed by printed name of individual. (I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. Printed name of individual NOT Company)
  - b. Must have preparation statement. Must be individual and not business name. (This document was prepared by: Mark Smith)
5. Amount of claim.
6. Names must be legibly printed or typed under all signatures.
7. 2" margin at the top of the document's first page for recording process.
8. Entire document must be completely legible. Font size cannot be smaller than 10 pt.. Larger than 10 pt. is strongly encouraged. (IC 36-2-11-16.5)
9. If document is mailed in for recording, a self-addressed stamped envelope is required to return original to claimant.

\$25.00 – Mechanic's lien recording with one first class mailing

\$2.00 – Each additional mailing