

Notice of Intention to Hold Lien/Mechanics Lien  
Recording Requirements:

Name and address of claimant (person or contractor making claim)

Property owner name(s) and address(es)

Amount claimed

Legal description of the property

Commonly known address, if any

Name of person that prepared document (only if notarized in Indiana)

Affirmation clause with printed name (only if notarized in Indiana)

Claimant must sign and have printed name below signature. If signing on behalf of a company, it must have their printed name, title or capacity of person signing and the name of company at the signature.

The claimant must sign the document in front of a Notary Public and have a full notary block. The name of the person signing the document must match throughout the document (in the body of document, at the signature and in the notary block).

The recording fee is \$25 which includes one mail out. The fee for each additional mail out is \$2.00.