



708 S Andrews Ave., Fort Lauderdale, FL 33316  
**Phone:** (954) 764.1322 **Fax:** (954) 764-1631  
**Toll Free:** (800) 432.1959 **Fax:** (800) 226-1631  
Visit us online at: [www.BuildersNotice.net](http://www.BuildersNotice.net)



## Request for "ONE-TIME" Notice to Owner

Please prepare and attempt to serve a Notice to Owner for me, or my firm, based upon the information provided below. Where **Builders Notice Corp.** deems that additional copies for the NOTICE TO OWNER should be served, please do.

### Your Firm

FIRM'S NAME: \_\_\_\_\_ ACCOUNT# \_\_\_\_\_  
PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Job Location

SPECIFIC JOB ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
DATE: \_\_\_\_\_ JOB START DATE: \_\_\_\_\_  
JOB NAME AND/OR LEGAL DESCRIPTION (OPTIONAL) \_\_\_\_\_  
GENERAL DESCRIPTION OF MATERIALS, SERVICES AND/OR LABOR FURNISHED: \_\_\_\_\_  
\_\_\_\_\_

### Your Customer

CUSTOMER'S NAME: \_\_\_\_\_ JOB/PROJECT# \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### OPTIONAL INFORMATION (if available)

**GC:** \_\_\_\_\_ PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
**OWNER:** \_\_\_\_\_ PHONE# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DO YOU HAVE ANY COMMENTS AND/OR SPECIAL INSTRUCTIONS? \_\_\_\_\_  
\_\_\_\_\_

I understand that **Builders Notice Corp.** may not be able to ascertain to whom the NOTICE TO OWNER should be sent. Further, it is expressly understood that I hereby waive any claim against **Builders Notice Corp.** that I or my firm have or may have in the future due to the inability of **Builders Notice Corp.** to ascertain who should receive NOTICE TO OWNER copies. I hereby agree on behalf of myself and for my firm to pay for any research, preparation and serving expenses generated by my request or my duly authorized representatives upon receipt of the invoice. In the event that payment is not made within 30 days of the date of the invoice I agree to pay interest of 18% per year as well as all costs of collection including reasonable attorneys fees. I also understand that should I or my firm suffer any damages as a result of negligence on the part of **Builders Notice Corp.** in the researching, preparing or attempting to serve either the NOTICE TO OWNER or a preliminary notice, or any copy thereof, it is agreed that the limit of liability of the **Builders Notice Corp.**, and/or its affiliates, officers, employees and assigns inclusive of any interest costs and attorneys fees shall not exceed one thousand dollars (\$1,000.00). In the vent that additional protection is desired which would require more than our standard service, arrangements can be made for individual legal service through our law firm. I authorized **Builders Notice Corp.** personnel to sign on behalf of myself or my firm any notices that results from our request.

\_\_\_\_\_  
Please Sign

\_\_\_\_\_  
Date