

## Waivers Of Lien Criteria

Index-> WL - Waivers of Lien

The quickest way to open the window for printing and tracking Waivers of Lien is to type 'WL' in the **Index** field on the Navigation/Home window. The window shown below can also be opened from other appropriate windows in the program.

Use the window shown here to select criteria ranges for printing Waivers of Lien.

If you plan to attach Waivers of Lien to checks that have been printed so that Vendors can sign them when they pick up their checks, it is a good idea to print the Waivers right after the checks are printed. However, Waivers of Lien may be printed (OR reprinted) at any time. As you can see, ranges can be specified for printing the Waivers of Lien, allowing this flexibility.

NOTE: This is one reason it is important to set up the correct **VENDOR TYPE** for a Vendor on the Vendor Setup window. If checks have been printed that include Overhead Vendors, you probably do not want to print Waivers of Lien for those

overhead vendors. By choosing a Range of Vendor Types such as "Sub-Contractor" or "Supplier", you can limit the Waivers of Lien that are printed to those types. Waivers of Lien can also be limited to specific jobs or vendors, if needed.

Continue to the next page.

### ENTER RANGES FOR WAIVERS OF LIEN (WL in Index)

IMPORTANT NOTICE: The sample text that we include in CHS is a SAMPLE ONLY based on samples from homebuilder associations and various homebuilders. It may not be a legally binding document in your area. You should always check with your attorney, and design legal documents based upon your attorney's advice. Use the button to 'Add/Change Titles and Main Body of Text'.

	FROM	TO	
Check Dates	02/28/07	02/28/07	
Jobs	3811VISTAV	TEST1	Reset
Check Numbers	1.070506	PV-2081	Reset
Vendors	AMEX	ZURICH	Reset
Vendor Types	SUB-CONTRACTOR	SUB-CONTRACTOR	Reset
Select Title	WL-Waiver of Lien		

Waivers With Amounts

Waivers with No Amounts

Waivers with Descriptions

Waivers with Desc-No Amts

Waivers-All For Job (not limited to dates or check #'s)

Waivers-All For Job-No Amts (not limited to dates or check #'s)

**Select Subdivision**

UNKNOWN

Waivers-All For Subdivision (not limited to jobs, dates, or check #'s)

Open Window to Track Waivers

Add/Change Titles and Main Body Of Text

TO PRINT A BLANK LIEN WAIVER - Use a range of dates that can't possibly have any checks (like future dates). Then select one of the Waiver reports. There will be a message that no data was found, but then a blank Waiver Of Lien will display.

## Waivers Of Lien Text

The program has pre-loaded text for the body of the Waivers of Lien. However, the text can be changed to fit your company's needs. Also, several different Waiver Titles and Text can be set up to choose from. To change or set up Titles and Text for Waivers of Lien, use the button labeled "Add/ Change Titles and Main Body of Text" on the window shown on the previous page. A window will pop up to add various styles of Lien Waiver Text.

Add/ Change  
Titles and Main  
Body Of Text

### Waiver of Lien Text

Delete Print Calendar Printer Help Close

Find  Add New Waiver Text

NOTE: The "WL" Code cannot be deleted and the code cannot be changed. It is used by the program.

Code  Title  REC

STATE OF TEXAS

COUNTY OF TRAVIS

The undersigned contracted with Company above to furnish products or services in connection with certain improvements to real property as described below.

In consideration of Ten (\$10.00) Dollars and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed, the undersigned does hereby waive and release any mechanic's lien or materialman's lien or claims of lien that the undersigned now has or may hereafter have on the below-mentioned real property and further waives any interest in and to the improvements which the undersigned now has or may hereafter have on the below-mentioned real property on account of any labor performed or materials furnished or to be furnished or labor performed and materials furnished by the undersigned pursuant to the above-mentioned contract or any constitutional lien that the undersigned may have.

ALERT! If the text is too long, the Lien Waiver data may not display on the pages. For more text, try experimenting with the top and bottom margins using the Page Setup button while Waivers are displayed.

HINT: To Copy: Highlight selection, then Hold down the Ctrl key and press the letter C. To Paste: Ctrl + V

First Prev Next Last

Record: ⏪ ⏩  ⏴ ⏵ ⏶ ⏷ of 1

On the window shown on the previous page, the various Titles will be available for selection in the 'Select Title' field. It is required to select a title before printing waivers.

Select Title	<input type="text" value="WL-Waiver of Lien"/>	---
	FL-Final Waiver of Lien	
Waivers With Ar	WL-Waiver of Lien	
		dates or check #'s

## Print Waivers of Lien

Select Title WL-Waiver of Lien

There are various ways data can be printed on Waivers Of Lien. Use the button that best fits your company requirements. Examples of the different ways data can be printed at the top of the waivers are on the following pages.

See previous page for information on changing the Main Body of Text AND the Title.

### Waiver of Lien

**COMPANY: Fantastic Builders, Inc.**

REAL PROPERTY	ADDRESS	LOT	BLOCK	SECTION
	11 RIVER RUN, City of the Hills, TX	2	5	IV
	<b>Legal Description</b> Fill in the legal description of the job's location here.			
<b>HILLRIVER</b>	<b>Subdivision</b> The Dominion	<b>Buyer(s)</b> Jack and Jill Brown		
<b>VENDOR NAME</b>	AUSTIN STAR ROOFING	<b>PAID DATE</b>	<b>CHECK #</b>	<b>This Job Amt</b>
<b>EMAIL:</b>	ausstar@anywhere.com	2/28/2007	11659	\$12,400.00

STATE OF TEXAS

COUNTY OF TRAVIS

The undersigned contracted with Company above to furnish products or services in connection with certain improvements to real property as described below.

In consideration of Ten (\$10.00) Dollars and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed, the undersigned does hereby waive and release any mechanic's lien or materialman's lien or claims of lien that the undersigned now has or may hereafter have on the below-mentioned real property and further waives any interest in and to the improvements which the undersigned now has or may hereafter have on the below-mentioned real property on account of any labor performed or materials furnished or to be furnished or labor performed and materials furnished by the undersigned pursuant to the above-mentioned contract or any constitutional lien that the undersigned may have.

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

STATE OF TEXAS

COUNTY OF TRAVIS

This instrument was ACKNOWLEDGED, SWORN, AND SUBSCRIBED before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

## Various Waiver Styles - Examples of Data At Top of Waivers

- Waivers With Amounts
- Waivers with No Amounts
- Waivers with Descriptions
- Waivers with Desc-No Amts

For the above selections: If checks have been printed that include payment for more than one job, a separate Waiver of Lien will be printed for each job. The amount shown on the Waiver will only be the amount for the appropriate job. It may not be the total amount of the check.

<b>REAL PROPERTY</b>	<b>ADDRESS</b>		<b>LOT</b>	<b>BLOCK</b>	<b>SECTION</b>
	11 RIVER RUN, City of the Hills, TX		2	5	IV
	<b>Legal Description</b>	Fill in the legal description of the job's location here.			
<b>HIIRIVER</b>	<b>Sub division</b>	The Dominion	<b>Buyer(s)</b>	Jack and Jill Brown	
<b>VENDOR NAME</b>	AUSTIN STAR ROOFING		<b>PAID DATE</b>	<b>CHECK #</b>	<b>This Job Amt</b>
<b>EMAIL:</b>	ausstar@anywhere.com		2/28/2007	11659	\$12,400.00

<b>REAL PROPERTY</b>	<b>ADDRESS</b>		<b>LOT</b>	<b>BLOCK</b>	<b>SECTION</b>
	11 RIVER RUN, City of the Hills, TX		2	5	IV
	<b>Legal Description</b>	Fill in the legal description of the job's location here.			
<b>HIIRIVER</b>	<b>Sub division</b>	The Dominion	<b>Buyer(s)</b>	Jack and Jill Brown	
<b>VENDOR NAME</b>	AUSTIN STAR ROOFING		<b>PAID DATE</b>	<b>CHECK #</b>	
<b>EMAIL:</b>	ausstar@anywhere.com		2/28/2007	11659	

<b>REAL PROPERTY</b>	<b>ADDRESS</b>		<b>LOT</b>	<b>BLOCK</b>	<b>SECTION</b>
	11 RIVER RUN, City of the Hills, TX		2	5	IV
	<b>Legal Description</b>	Fill in the legal description of the job's location here.			
<b>HIIRIVER</b>	<b>Sub division</b>	The Dominion	<b>Buyer(s)</b>	Jack and Jill Brown	
<b>VENDOR NAME</b>	ARROYO FRAMING, INC.		<b>PAID DATE</b>	<b>CHECK #</b>	<b>This Job Amt</b>
<b>EMAIL:</b>	arroyo@anywhere.com		3/22/2002	11412	\$6,157.43

032201	1st draw on framing labor	\$6,157.43
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<b>REAL PROPERTY</b>	<b>ADDRESS</b>		<b>LOT</b>	<b>BLOCK</b>	<b>SECTION</b>
	11 RIVER RUN, City of the Hills, TX		2	5	IV
	<b>Legal Description</b>	Fill in the legal description of the job's location here.			
<b>HIIRIVER</b>	<b>Sub division</b>	The Dominion	<b>Buyer(s)</b>	Jack and Jill Brown	
<b>VENDOR NAME</b>	ARROYO FRAMING, INC.		<b>PAID DATE</b>	<b>CHECK #</b>	
<b>EMAIL:</b>	arroyo@anywhere.com		3/22/2002	11412	

032201	1st draw on framing labor	
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**Various Waiver Styles (top of waiver) - continued**

Waivers-All For Job (not limited to dates or check #'s)
Waivers-All For Job-No Amts (not limited to dates or check #'s)
<b>Select Subdivision</b>
The Dominion
Waivers-All For Subdivision (not limited to jobs, dates, or check #'s)

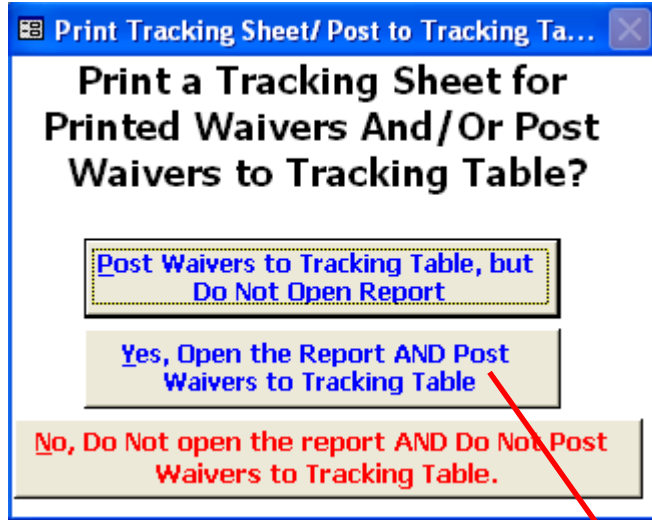
To print Waivers of Lien for the total costs of a job OR a subdivision, use the buttons on the right side of the window shown on the first page of this document. NOTE: You can use a 'Subdivision' to gather information for multiple jobs in one condo, etc.

<b>REAL PROPERTY</b>	<b>ADDRESS</b>	<b>LOT</b>	<b>BLOCK</b>	<b>SECTION</b>
	11 RIVER RUN, City of the Hills, TX	2	5	IV
	<b>Legal Description</b> Fill in the legal description of the job's location here.			
<b>HIRIVER</b>	<b>Sub division</b>	The Dominion	<b>Buyer(s)</b>	Jack and Jill Brown
	<b>VENDOR NAME</b>	ARROYO FRAMING, INC.	<b>This Job Amt</b>	
	<b>EMAIL:</b>	arroyo@anywhere.com	\$20,372.27	
	<b>VENDOR PHONE:</b>	(512) 693-2632		

<b>REAL PROPERTY</b>	<b>ADDRESS</b>	<b>LOT</b>	<b>BLOCK</b>	<b>SECTION</b>
	11 RIVER RUN, City of the Hills, TX	2	5	IV
	<b>Legal Description</b> Fill in the legal description of the job's location here.			
<b>HIRIVER</b>	<b>Sub division</b>	The Dominion	<b>Buyer(s)</b>	Jack and Jill Brown
	<b>VENDOR NAME</b>	ARROYO FRAMING, INC.		
	<b>EMAIL:</b>	arroyo@anywhere.com		
	<b>VENDOR PHONE:</b>	(512) 693-2632		

<b>The Dominion</b>		
<b>VENDOR NAME</b>	ARROYO FRAMING, INC.	<b>Amount</b>
<b>EMAIL:</b>	arroyo@anywhere.com	\$20,372.27
<b>VENDOR PHONE:</b>	(512) 693-2632	

# Waivers Of Lien Tracking Sheet



After Waivers of Lien have been previewed or printed, the program will pop up the window shown here.

To post the Date Printed and other Waiver info to a table that can be used to track when the Waivers were issued and returned, use one of the buttons with blue text. The second button will open a 'Waivers Of Lien Tracking Sheet' report that can be printed and used to track waivers, if needed.

WAIVERS OF LIEN TRACKING SHEET						DATE SENT	DATE REC'D	
JOB #	ADDRESS	BUYER	PAID DATE	CHECK #	AMOUNT			
<b>AUSSTAR</b>		<b>AUSTIN STAR ROOFING</b>		<b>(512) 333-4444</b>				
H11 RIVER	11 RIVER RUN, City of the Hills, TX	Jack and Jill Brown	28-Feb-07	11659	\$12,400.00			
<b>BRIGHTON</b>		<b>Brighton Custom Paint</b>		<b>(512) 740-6800</b>				
TEST1	2900 Gibson St., Austin, TX	John and Sue Black	28-Feb-07	11654	\$530.00			

# Waivers Of Lien Tracking Table

IF your company uses one of the buttons shown on the previous page to 'track' Waivers of Lien, the waiver data will be stored in a tracking table. That table can be opened by selecting 'Waivers of Lien Tracking' in the Index field on the Navigation/Home window. It is also possible to open the window from other areas of the program where it might be needed.

Index-> **Waivers of Lien Tracking**

Use the 'From' and 'To' ranges at the top of the window to view the appropriate Waivers.

The program will record the 'Print Date' of the Waivers, but the date can be changed, if needed.

When a Waiver is signed and returned by the Vendor, enter the 'Return Date'.

Tracking Report Filter Records Remove Filter/Sort									
Track Waivers of Lien (Sorted by Vendor, Then By Job)									
Jobs		FROM	TO	Reset	Dates Printed	FROM	TO	Reset	
Vendors		AMEX	ZURICH	Reset	Check Num	1.070506	PV-2081	Reset	
Print Date	Return Date	VENDOR	JOB	Check Number	Pd Date	Amount on Check for Job	Cash Account-Click Drop Down to See Total of Check		
03/22/02	03/25/02	ARROYO-Arroyo Framing, In	H11RIVER-11 RIVER RUN-E	11412	03/22/02	\$6,157.43	1020		
03/29/02	04/15/02	ARROYO-Arroyo Framing, In	H11RIVER-11 RIVER RUN-E	11431	03/29/02	\$6,157.42	1020		
01/05/02	01/15/02	AUSSTAR-AUSTIN STAR RC	H11RIVER-11 RIVER RUN-E	11226	01/05/02	\$6,800.00	1020		
01/08/02	01/15/02	AUSSTAR-AUSTIN STAR RC	H11RIVER-11 RIVER RUN-E	11228	01/08/02	\$5,000.00	1020		
12/06/06	12/15/06	AUSSTAR-AUSTIN STAR RC	H11RIVER-11 RIVER RUN-E	11228	01/08/02	\$5,000.00	1020		
12/06/06	12/15/06	AUSSTAR-AUSTIN STAR RC	H11RIVER-11 RIVER RUN-E	11226	01/05/02	\$6,800.00	1020		
02/28/07		AUSSTAR-AUSTIN STAR RC	H11RIVER-11 RIVER RUN-E	11659	02/28/07	\$12,400.00	1020		
02/28/07		BRIGHTON-Brighton Custom	TEST1-2900 Gibson St.-Bla	11654	02/28/07	\$550.00	1020		
02/12/02	02/20/02	ESPARZA-Esparza Plumbing	H11RIVER-11 RIVER RUN-E	11332	02/12/02	\$1,200.00	1020		
02/23/02	02/28/02	ESPARZA-Esparza Plumbing	H11RIVER-11 RIVER RUN-E	11346	02/23/02	\$2,050.00	1020		
02/08/02	02/15/02	JACKSONC-Jackson and Co	H11RIVER-11 RIVER RUN-E	11305	02/08/02	\$200.00	1020		
02/23/02	03/05/02	JACKSONC-Jackson and Co	H11RIVER-11 RIVER RUN-E	11347	02/23/02	\$200.00	1020		
03/02/02	03/10/02	JACKSONC-Jackson and Co	H11RIVER-11 RIVER RUN-E	11373	03/02/02	\$100.00	1020		
03/16/02	03/20/02	RANGER-Ranger Concrete, ll	H11RIVER-11 RIVER RUN-E	11404	03/16/02	\$20,100.00	1020		
02/08/02	02/15/02	SINCLAIR-Sinclair and Assoc	H11RIVER-11 RIVER RUN-E	11315	02/08/02	\$199.00	1020		
<b>TOTAL</b>						\$72,913.85			

## Alert About Outstanding Waivers When Posting New Bills To Pay

As explained in the Help Document about posting new bills to pay Vendors, the program WILL pop up an alert about any outstanding Waivers after a Vendor is selected. If you do not want these alerts to pop up, uncheck the box labeled 'Alert if Outstanding Waivers'.

The 'Waivers Tracking' window shown on the previous page CAN be opened from the 'Add/Edit Vendor Bills' window to update it for returned waivers.

The screenshot displays the 'Add/Edit Vendor Bills/ Quick Checks/Misc Cash Deductions (VB in index)' window. The vendor selected is 'AUSSTAR - AUSTIN STAR ROOFING'. The 'Alert if Outstanding Waivers' checkbox is checked. An alert dialog box titled 'OUTSTANDING WAIVERS OF LIEN' is open, providing instructions on how to manage these waivers. The alert text reads: 'NOTE. This Vendor has Waivers of Lien that are being tracked, and have not been marked as returned. Use the button on the toolbar labeled 'Waivers Tracking' to open the Waivers Of Lien Tracking Window. To disable the Waiver alerts during this session, uncheck the box to 'Alert If Outstanding Waivers'.' The dialog box includes an 'OK' button at the bottom.