

FORECLOSURE PROPERTY INFORMATION SHEET

Name/Address of **CLIENT**: _____

FORECLOSURE PROPERTY ADDRESS: _____

LAST known name of **Property Owner(s)**: _____

PIN #: _____

LEGAL DESCRIPTION: _____

LENDER who is foreclosing on this property: _____

COPY OF JUDGMENT OBTAINED?: _____

Was publication for unknown third parties sent? _____

Possession Order: _____

Any possible Tenants that need to be evicted? _____

Environmental issues? _____

TITLE SEARCH COMPLETED? _____

FORECLOSURE CASE NO: _____

PLAINTIFF(S) NAME: _____

DEFENDANT(S) NAME: _____

ANY LIENS (including IRS liens): _____

PRIOR MORTGAGES or prior Mortgages to the mortgagee who is
foreclosing: _____

Property taxes sold or overdue? _____

MECHANIC=S LIEN SUMMARY CHART

Who are you dealing with?

Name of Contractor: _____

Address: _____

Telephone No. _____

Contact Person: _____

Owner or Owner=s Agent = Contractor

Contractor of Subcontractor = Subcontractor

<u>LIEN Requirements</u>	<u>Contractor (Lien)</u>	<u>Sub (Lien)</u>	<u>(O-OSFR*) Sub (Lien)</u>
Contract w/ Owner	Yes		
Contract w/Contractor		Yes	Yes
Information Needed:			
Address of Subject Property		Yes	Yes
PIN		Yes	Yes
Legal Description		Yes	Yes
Owner Name & Address		Yes	Yes
Lender Name & Address		Yes	Yes
Provide Sworn Statement	Yes		
Calendar the following dates:			
From Beginning work date:			
60 days Notice given to Owner occupying single family home by Delivery/Regular Mail			Yes
From Completing work:			
<u>60 days to order tract search to confirm above information</u>			
90 days to give Notice & Claim For Lien to Owner <i>(from Completion date) BY:</i>		Yes	Yes
90 days to give Notice & Claim For Lien to Lender <i>(from Completion date) BY:</i>		Yes	Yes
4 months to record Lien Claim	Yes	Yes	Yes
2 years to file suit to foreclosure lien claim <i>(from Completion date) BY: _____</i>	Yes	Yes	Yes
<i>Statute of Limitations (SOL) Expires ON: _____</i>			

*Owner-Occupied Single Family Residence

IMPORTANT NOTES:

(60-Day Notice) SUBCONTRACTOR=S NOTICE

Hand Deliver Subcontractor=s Notice to OWNER upon commencement of work. Notice does not have to be given to General (Contractor).

(90-Day Notice) SUBCONTRACTOR=S NOTICE & CLAIM FOR LIEN

Must be served WITHIN 90 Days and a copy served on Owner/Contractor/Lender by *Certified Mail/Return Receipt Requested **Restricted Delivery** (typed on envelope) and A Green Card @ marked **Restricted Delivery** and by Regular Mail*, with postage prepaid. (See Sample of Return Receipt Cards and Envelopes attached.)

*The Same 90-Notice of & Subcontractor=s Lien MUST BE recorded **WITHIN** & prior to the expiration of the 90-day period (90-day period commencing on the last date work or completion date).*

(Copies of the recorded liens DO NOT have to be sent again to the Owner/Contractor/Lender).

Evidence and Proof of Service

Executed Certified Card (Green Card) *is required by Statute as proof of service.*

SUBCONTRACTOR'S NOTICE

TO:

SUBCONTRACTOR'S NOTICE SHOULD BE
DELIVERED AND HANDED TO OWNER
UPON COMMENCEMENT OF WORK UNDER
CONTRACT WITH GENERAL CONTRACTOR

OWNER

You are hereby notified that the undersigned, _____
was employed by _____, to furnish labor and materials to
wit: under a/an written/oral agreement with you for your property described as follows:

also known as

said labor and materials was furnished/delivered/installed to your property on the ____ day of
_____, 19__ and that therefore there was due the undersigned on the ____
day of _____, 19__ the sum of \$_____.

The undersigned claims a lien therefore as against your interest in the above-described
property and also as against the money due from you to said contractor.

**The subcontractor providing this notice has performed work for or delivered
materials to your home improvement contractor. These services or materials are being used
in the improvements to your residence and entitle the subcontractor to file a lien against
your residence if the services or materials are not paid for by your home
improvement contractor. A lien waiver will be provided to your contractor when the
subcontractor is paid, and you are urged to request this waiver from the contractor when
paying for your home improvements.**

Dated this ___ day of _____, 19__

BY: _____

That said contractor is entitled to credits on account thereof as follows: <>

leaving due, unpaid and owing to the claimant, after allowing all credits, the sum of \$<> Dollars, for which, with interest, the claimant claims a lien on said land and improvement and on the moneys or other considerations, due or to become due from the owner under said contract against said contractor and owner.

Name of sole ownership, firm or corp.

BY: _____

State of Illinois)
)SS
County of Kane)

The affiant, <> being first duly sworn, on oath deposes and says that he is <> the claimant; that he has read the foregoing notice and claim for lien and knows the contents thereof; and that all the statements therein contained are true.

Subscribed and sworn to before me this <> day of <> 19<>.

Notary Public

THIS DOCUMENT WAS PREPARED BY:

*

DRENDEL TATNALL
A PROFESSIONAL CORPORATION
201 Houston Street - Suite #300
P. O. Box 1808
Batavia, IL 60510-6808
Ph: 630 406-5440
Fax: 630 406-6179

ORIGINAL CONTRACTOR=S
CLAIM FOR LIEN

This Document Prepared BY:

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201 Houston St., Suite #300

P. O. Box 1808

Batavia, IL 60510-6808

Phone: (630) 406-5440

Fax: (630) 406-6179

**NO NOTICE IS REQUIRED TO BE SERVED
OWNER, OWNER=S AGENT OR LENDER
BUT LIEN CLAIM MUST BE RECORDED
WITHIN 120 DAYS OF COMPLETION OF
WORK ON SUBJECT PROPERTY.**

**STATUTE OF LIMITATIONS (S.O.L.)
EXPIRES 2 YEARS FROM DATE OF
COMPLETION OF WORK.**

STATE OF ILLINOIS)

COUNTY OF)

The claimant, <> of <>, County of <>, State of <>, hereby files a claim for lien against <> (hereinafter referred as **AOwner@**), of <>, County of <>, State of Illinois, and **STATES:**

That on <>, the Owner owned the following described land in the County of <>, State of Illinois, to wit: <>

Permanent Real Estate Index Number(s): <>

Address(es) of premises: <>

That on <>, the Claimant made a contract with said Owner
(1) <>

(2) to <>

for the building (3)<> erected on said land for the sum of \$<> and on <>, completed thereunder (4)<>

That at the special instance and request of said Owner the Claimant furnished extra and additional materials at an extra and additional labor on said premises of the value of \$<> and completed same on <> (5).

That said Owner is entitled on account thereof as follows: <> and after allowing all credits, the balance of <> Dollars, for which, with interest, the Claimant claims a lien on said land and improvements.

(Name of sole ownership, firm or corporation)

BY: _____

State of Illinois, County of _____) SS.

The affiant, <>, being first duly sworn on oath deposes and says that (s)he is <> the Claimant; that he has read the foregoing claim for lien and knows the contents thereof; and that all the statements therein contained are true.

Subscribed and sworn to before me this <> day of <>, 19<>

Notary Public

Commission Expires:

- (1) If contract made with another than the Owner, delete A said Owner @, name such person and add A authorized or knowingly permitted by said owner to make said contract.
- (2) State what was to be done.
- (3) A being @ or A to be, @ as the case may be.
- (4) A All required to be done by said contract @; or A work to the value of A or A delivery of materials to the value of \$ _____ @; etc.
- (5) If extras fill out, if no extras strike out or delete.

CONTRACTOR=S SWORN STATEMENT

SWORN STATEMENT TO BE SUBMITTED TO OWNER OR OWNER=S AGENT (i.e., LENDER TITLE COMPANY), UPON REQUEST AND MUST BE COMPLETELY ACCURATE OR OWNER CAN REFUSE PAYMENT.

STATE OF ILLINOIS)

)SS.

COUNTY OF KANE)

The Affiant, _____ as _____ of _____, at _____, being duly sworn on oath, deposes and says that the **(name & address of Owner)** _____ of _____, is the **OWNER** of the following described property:

COMMONLY KNOWN AS:

PERMANENT INDEX NUMBER:

That for the purposes of said contract, the following persons have been contracted with, and have furnished or are furnishing and preparing materials for, and have done or are doing labor on said improvement. That there is due or to become due to them, respective the amounts set opposite their names for materials and/or labor as stated. That this statement is a full, true and complete statement of all such persons, the amounts paid and the amounts due or to become due to each.

<u>NAME & ADDRESS</u>	<u>KIND OF WORK</u>	<u>ADJUSTED TOTAL</u>	<u>PREVIOUSLY</u>	<u>BALANCE</u>
<u>TO</u>		<u>CONTRACT INCL.</u>	<u>PAID</u>	<u>BECOME</u>
<u>DUE</u>				

1.

2.

BY: _____

SUBSCRIBED AND SWORN TO
before me this ____ day of _____, 19__.

NOTARY PUBLIC

TITLES IN WHOSE OFFICE THE CLAIM FOR LIEN WAS FILED.

STATE OF ILLINOIS)
) SS.
COUNTY OF)

I, <>, a notary public and for the county in the state aforesaid, do hereby certify that <>, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he signed and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and official seal this ____ day of _____, 199__

Notary Public

STATE OF ILLINOIS)
) SS.
COUNTY OF)

I, <> a notary public in and for the county in the state aforesaid, do hereby certify that <> President of <> a <> Corporation, and <> Secretary of said Corporation, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such <> President and <> Secretary, respectively, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary act of said Corporation, for the uses and purposes therein set forth; and the said <> Secretary then and there acknowledged that ___he ___, as custodian of the corporate seal of said Corporation, did affix the corporate seal of said Corporation to said instrument as said <> Secretary, as <> own free and voluntary act and as the free and voluntary act of said Corporation, for the uses and purposes therein set forth.

GIVEN under my hand and official seal this ____ day of _____, 19__

Notary Public