

Introduction to EasyPDF™ Waiver of Lien

- ◆ When you first open EasyPDF™ Waiver of Lien in Adobe Reader to create a lien waiver for a specific building construction project, the form is set up to create a partial (as opposed to a final) progress payment waiver of lien assuming you have yet to create a waiver of lien for an active ongoing construction project. In the event you have already submitted a partial progress waiver of lien for an active/ongoing construction project using another waiver of lien form and later elect to use EasyPDF™ Conditional Waiver of Lien to prepare/complete a subsequent partial/final progress waiver of lien for a payment request since or yet to be received, a thorough review of previous lien waivers to determine the exact amount paid to date including original contract amount, change orders issued to date, amount paid to date, etc. is required to prepare and submit a subsequent waiver of lien for payment using EasyPDF™ Conditional Waiver of Lien. Moreover, many continue with/without legal counsel electing to prepare/submit unconditional lien waivers that carry an inherent risk of relinquishing one's lien rights in the event payment is not forthcoming for the amount due. In contrast, using EasyPDF™ Conditional Waiver of Lien generates lien waivers without relinquishing one's lien rights in as little as 30 seconds or less given digital form features provided to eliminate redundancy in not having to type or enter typewritten data more than once attributed to never-before-seen form features designed to save time and money in the process.
- ◆ Click the EasyPDF™ Conditional Waiver of Lien 'red' menu icon located in the top left-hand corner of the form to open and preview a custom popup menu featuring a number of menu items created to simplify/facilitate completion of the form in record time using the Free Adobe Reader.
- ◆ Click the 'Highlight Fields' menu item provided to view/verify all/any active form fields to be filled in/completed by the user.
- ◆ The 'Help' and 'About' menu items are self-explanatory.
- ◆ When the form first opens, the cursor automatically appears inside the 'Lien Waiver' drop-down form field ready for the user to select the type of progress lien waiver, partial or final, to be provided. Once done, continue to navigate the form filling in form field data as required for creating a partial/final progress waiver of lien pertaining to an active ongoing construction project.
- ◆ Use the tab key or mouse to continue navigating the form to enter text and numerical data in form fields provided including but not limited to waiver and release number, payment application number, claimant name, customer name, project name, property owner/location, etc. Also note that the form provides check boxes that serve to eliminate redundancy having to type the same text/name more than once as may be required in completing the form. Moreover, text entered for a claimant, customer, owner's name, property address, etc., need only be entered once to remain on the form for the duration of the entire project in creating as many waivers as required up to and including the final progress waiver of lien to be submitted once the work has been completed. In reality, once a partial waiver of lien has been completed using the form and saved, a subsequent waiver of lien can be completed in as little as 15-30 seconds with a digital signature and submitted for approval to a recipient in an email file attachment. In short, the form can easily pay for itself ten times over given time saved preparing waivers for multiple ongoing projects lasting several months to a year.
- ◆ Once a waiver of lien has been completed, it's important to save the waiver (regardless of type) under a simple short file name easy to remember for future reference in creating a subsequent waiver for an active/ongoing construction project as this serves to save significant time in not having to reenter text and numerical values required a 2nd time around in preparing a subsequent waiver of lien for an active/ongoing building construction project that relies on data provided in a previous waiver of lien submitted for payment. For example, a file name for a 2nd partial waiver to be saved under might be: planet-fitness-pp1.pdf where planet fitness refers to the name of the project and pp1 denotes the first progress payment.
- ◆ Last but not least, the PDF form provides a signature field for adding an electronic digital signature using the Free Adobe Reader. Furthermore, adding an electronic digital signature to the form renders the form read only preventing any further changes to the form. This in turn represents another time saving feature especially for contractors residing in a State other than Mississippi and Wyoming where a notary public signature isn't required for a construction waiver of lien and contractor affidavit by law not to mention electronic digital signatures have been recognized by law in all 50 States for well over the past 10-years. Given this information, a construction waiver of lien in a State that doesn't require a notary public signature by law may be signed electronically and delivered in an email file attachment to expedite the payment process.
- ◆ EasyPDF™ Waiver of Lien is solely designed/intended for use on a Windows 10/11 or compatible Apple desktop/laptop computer or tablet running the Free Adobe Reader version 15 or higher to preview and use all form features provided.
- ◆ An internet connection is required (preferably using a VPN) to send a completed waiver of lien to a recipient in an email file attachment.
- ◆ EasyPDF™ Waiver of Lien can be easily copied to an encrypted password protected USB device when using Windows 10/11 Pro or compatible Apple desktop/laptop computer for 24/7 added convenience and security.
- ◆ EasyPDF™ Waiver of Lien is guaranteed to be free from nuisance popup ads, malware, and viruses.
- ◆ EasyPDF™ Waiver of Lien provides an extremely small footprint delivering superior speed/performance. For example, a typical EasyPDF™ Waiver of Lien contains 1.5 to 2.0 MB of data.
- ◆ Last but not least, if you happen to believe and remain convinced mobile phone apps together with the Cloud are the absolute be-all end-all and 100% secure, EasyPDF™ Waiver of Lien is not for you!