



UTAH DEPARTMENT OF COMMERCE

Division of Professional Licensing

SPENCER J. COX
Governor

MARGARET W. BUSSE
Executive Director

MARK B. STEINAGEL
Division Director

DEIDRE M. HENDERSON
Lieutenant Governor

APPLICATION FOR PAYMENT

RESIDENCE LIEN RECOVERY FUND QUALIFIED BENEFICIARY CLAIM

Instructions and Information

General Statement: This application is for use by licensed contractors, contractors exempt from licensure, suppliers, and other qualified professional service entities. This application is NOT for use by laborers or homeowners.

The Utah Division of Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of the claim. The fees are for processing your application and will not be refunded.

Please read all instructions carefully. DOPL cannot and will not act as an agent for the applicant to gather the documents necessary to complete the application.

GENERAL INSTRUCTIONS, SUPPORTING DOCUMENTS, AND FEES

1. Submit a complete Application for Payment. Do not leave any question blank. If a question does not apply, please indicate such with "N/A."
2. Submit evidence that the homeowner is entitled to protection under Utah Code § 38-11-107(1) by providing the documents in one of the following groups:
 - Group 1:** a copy of the homeowner's Certificate of Compliance issued by DOPL.
 - Group 2:** a copy of a Civil Judgment containing Findings of Fact that:
 - (1) the homeowner entered a written contract with an original contractor, a real estate developer, or a factory-built housing retailer in compliance with Subsection 38-11-204(4)(a);
 - (2) the original contractor, real estate developer, or factory-built housing retailer was licensed or exempt from licensure;
 - (3) the homeowner paid the original contractor, real estate developer, or factory-built housing retailer in full in accordance with the written contract and any amendments to the contract, and;
 - (4) the homeowner is an owner as defined in Subsection 38-11-102(16) and the residence is an owner-occupied residence as defined in Subsection 38-11-102(17).

□ **Group 3:** copies of the following documents:

- (1) The written contract between the homeowner and the original contractor, real estate developer, or factory-built housing retailer. The contract must be complete and legible. Elements that a written contract must contain under the Utah Lien Restriction and Lien Recovery Act are listed in Utah Admin. Code R156-38a-102 (15).
- (2) Documentation that the original contractor was properly licensed. Such documentation can be any of the following:
 - (a) If the homeowner contracted with an original contractor who was licensed under the Construction Trades Licensing Act, provide evidence issued by DOPL showing the original contractor was licensed on the date the written contract was entered into.
 - (b) If the homeowner contracted with an original contractor who was not licensed, provide documentation adequate for DOPL to determine whether the contractor was exempt from licensure.
 - (c) If the homeowner contracted with a real estate developer provide 1) evidence that the real estate developer had an ownership interest in the property, 2) a copy of the contract between the real estate developer and the licensed contractor that built the residence or other credible evidence showing the existence of such a contract and setting forth a description of the services provided to the real estate developer by the contractor, and 3) evidence that the real estate developer offered the residence for sale to the public.
 - (d) If the homeowner contracted with a factory-built housing retailer, provide a copy of the completed retail purchase contract.
- (3) Evidence that the owner paid the contract price in full, as shown by one of the following:
 - (a) An affidavit of full payment from the original contractor, factory-built housing retailer, or real estate developer.
 - (b) Other documentation showing the homeowner paid the original contractor, factory-built housing retailer, or real estate developer in full. Such evidence could include:
 - (i) Canceled checks totaling the face amount of the contract and all change orders.
 - (ii) Complete HUD-1 Settlement Statements showing the final contract price and settlement of funds with the title company — Note: The statement must be signed by the buyer and the seller and must include the title agent's signature certifying that all funds were collected and dispersed as required.
 - (iii) Any other documents that positively identify the final contract amount and the total amount paid by the homeowner.
- (4) A complete **Owner-Occupied Residence Affidavit** (page 14 of this packet). Any affidavit from the owner must establish that the owner is an owner as defined in Utah Code § 38-11-102(16), and that the residence is an owner-occupied residence as defined by Utah Code § 38-11-102(17).

3. Submit the following, as applicable:
 - If the claimant recorded the mechanics' lien on the property at issue in the claim, submit a copy of the lien. The copy must be legible and clearly show the county recorder's stamp indicating the date on which the lien was actually recorded.
 - Submit one of the following:
 - (1) if a permanent occupancy permit was issued, a copy of that permit;
 - (2) if the local governmental entity did not require an occupancy permit, but did require a final inspection, a copy of the final inspection;
 - (3) if the local governmental entity did not require an occupancy permit or a final inspection, credible evidence establishing the date on which the contract was substantially complete.
4. Submit evidence that the claimant brought a civil action, unless precluded from doing so by the nonpaying party's bankruptcy, to enforce the contract with the nonpaying party, as shown by one of the following:
 - A copy of the civil action, date stamped by the court, filed by the claimant against the nonpaying party to recover monies owed for qualified services performed.

The civil action to recover monies must have been filed within the earlier of 180 days from the date the claimant recorded the mechanics' lien on the residence at issue in the claim or 270 days from completion of the contract between the owner and the original contractor. If the civil action was not filed within that time frame, DOPL has no authority to consider the claim.
 - Documentation that the nonpaying party filed bankruptcy on the residence at issue in the claim within the earlier of 180 days from the date the claimant recorded the mechanics' lien or 270 days from completion of the contract between the owner and the original contractor.
5. Submit evidence that the nonpaying party failed to pay the claimant, as shown by one of the following.
 - A copy of the civil judgment entered in favor of the claimant against the nonpaying party. To qualify, the judgment must contain a finding that the nonpaying party failed to pay the claimant pursuant to their contract and any amendments to the contract.
 - Documentation that the nonpaying party's bankruptcy filing prevented the claimant from obtaining a civil judgment. This documentation must be accompanied by credible evidence establishing that the party failed to pay the claimant pursuant to its contract with the claimant and any amendments to the contract.
6. Submit evidence that the claimant attempted to collect on the civil judgment, as shown by one or more of the following.
 - A copy of a supplemental order issued following the civil judgment entered in favor of claimant and a copy of the return of service of the supplemental order.
 - A writ of execution, if any assets were identified through the supplemental proceeding or other process.
 - A return of execution for the writ of execution.

If the nonpaying party's bankruptcy filing or other action prevented claimant from obtaining the documents described above, submit documentation of that fact.

7. Submit evidence of the qualified services provided by the claimant for the nonpaying party on the incident residence, as shown by one or more of the following:
 - A copy of invoices setting forth a description of, the location of, the performance dates of, and the value of the qualified services claimed.
 - A civil judgment containing a finding setting forth a description of, the location of, the performance dates of, and the value of the qualified services claimed.
 - Other credible evidence setting forth a description of, the location of, the performance dates of, and the value of the qualified services claimed.

Note, no matter how the claimant chooses to document the qualified services, the documents *must* clearly state the date(s) services were performed, a description of the services, and the dollar value of the services and must identify where the services were performed.

8. Submit evidence that you have served this application on the nonpaying party and the homeowner.
 - Complete the attached Certificate of Service (page 16 of this packet).
 - Make two copies of this claim application. Attach a copy of the Certificate to each copy of the application. Mail one copy to the nonpaying party and one copy to the homeowner. Both copies must be mailed using certified mail, return receipt requested.
 - Attach the original Certificate of Service to this application.
9. If the claimant is requesting reimbursement for attorney's fees, the judgment must award a sum-certain amount for attorney's fees. If the nonpaying party's bankruptcy prevented the claimant from obtaining a judgment, the claimant may recover attorney fees only if the claimant or the claimant's attorney submits documentation meeting the provisions of Utah Administrative Rule § R156-38a-204c.
10. If the claimant is requesting reimbursement for costs, submit documentation setting forth the amount and nature of the costs. Note that costs are limited to the amounts awarded in judgment plus those post-judgment costs that would be awardable in district court. If the claimant has not obtained judgment against the nonpaying party, costs are limited to those costs awardable in district court.
11. If applicable, submit a copy of the claimant's proof of claim filed with the bankruptcy court as part of the nonpaying party's bankruptcy action.
12. Submit a \$120.00 non-refundable, application-processing fee made payable to "DOPL-LRF."

DEFINITIONS:

Certificate of Compliance is an order issued to the owner, by DOPL's director, finding that the owner is in compliance with the requirements of Utah Code §§ 38-11- 204(4)(a) and (4)(b) and is entitled to protection under Utah Code § 38-11-107. [Utah Code § 38-11-102(1)]

Factory Built Housing Retailer means a person that sells factory-built housing, as defined in Utah Code § 58-56-3, to the public. [Utah Code § 38-11-102(10)]

Laborer means a person who provides services at the site of the construction on an owner- occupied residence as an employee of an original contractor, or other qualified beneficiary performing qualified services on the residence. [Utah Code § 38-11- 102(12)]

Original Contractor means a person who contracts with an owner or the owner's agent to provide services, labor, or materials for the construction of an owner-occupied residence, as defined below. [Utah Code § 38-11-102(15)]

Owner means a person who contracts with a contractor who is licensed or exempt from licensure under the Utah Construction Trades Licensing Act for construction on an owner occupied residence, or with a real estate developer for the purchase of an owner occupied residence. [Utah Code 38-11-102(16)] However, any person or developer who builds residences that are offered for sale to the public does not qualify as an owner. [Utah Admin. Code § R156-38a-102(11)]

Owner-Occupied Residence means a residence that is, or after completion of the construction on the residence will be, occupied by the owner or the owner's tenant or lessee as a primary or secondary residence within 180 days after the day on which the construction on the residence is complete. [Utah Code § 38-11- 102(17)]

Qualified Beneficiary means a person, other than a laborer, who provides qualified services, pays necessary fees required under this chapter [Utah Code § 38-11-102(18)]; and registers with the Division as a licensed contractor under Subsection 38-11-301(1) or (2), if that person seeks recovery from the fund as a licensed contractor; or as a person providing qualified services other than as a licensed contractor under Subsection 38-11-301(3) if the person seeks recovery from the fund in a capacity other than as a licensed contractor.

Qualified Services include any of the following: contractor services; architectural services; engineering services; land surveying services; landscape architectural services; design and specification services of mechanical and other systems; other services relating to the design, drawing, surveying, specification, cost estimation, or other professional services; providing materials, supplies, components or similar products; renting equipment or materials; and providing labor at the site of construction ; and site preparation, set up, and installation of factory built housing, but not the construction of factory built housing in the factory. [Utah Code § 38-11-102(19)]

Real Estate Developer means a person having an ownership interest in real property who contracts with a person who is licensed as a contractor or is exempt from licensure under the Utah Construction Trades Licensing Act, for the construction of a residence that is offered for sale to the public, or who is a licensed contractor who engages in the construction of a residence that is offered for sale to the public. [Utah Code § 38-11-102(20)]

Residence means an improvement to real property used or occupied, to be used or occupied as, or in conjunction with, a primary or secondary detached single-family dwelling or multifamily dwelling up to and including duplexes, and includes factory-built housing. [Utah Code § 38-11-102(21)]

Subsequent Owner means a person who purchases a residence from an owner within 180 days from the date of the completion of the construction on the residence. [Utah Code § 38-11-102(22)]

Written Contract means one or more documents for the same construction project which collectively contain all of the following: (a) an offer or agreement conveyed for qualified services that will be performed in the future; (b) an acceptance of the offer or agreement conveyed prior to the commencement of any qualified services; and (c) identification of the residence, the parties to the agreement, the qualified services that are to be performed, and an amount to be paid for the qualified services that will be performed. [Utah Admin. Code § R156-38a-102(15)]

ADDITIONAL IMPORTANT INFORMATION:

1. The completed application must be filed with DOPL within one year of the entry of civil judgment or the nonpaying party's bankruptcy filing. If the application is not received within that time, DOPL has no jurisdiction to consider the claim.
2. Laws and Rules: You are required to understand all Utah laws and rules pertaining to your claim against the Residence Lien Recovery Fund:
 - a. Utah Residence Lien Restriction and Lien Recovery Fund Act (Utah Code § 38-11)
 - b. Residence Lien Restriction and Lien Recovery Fund Rules (Utah Admin. Code § R156-38a)
3. Copies of these laws and rules are available on DOPL's website: dopl.utah.gov/residence-lien-recovery-fund.
4. Current Documents: Applications, statutes, rules, and forms are occasionally changed. Go to dopl.utah.gov/residence-lien-recovery-fund to ensure you have the most recent version of these documents.
5. Limitation on Claim Amount: Payments from the Fund may not exceed \$75,000 per residence for all claims of all qualified beneficiaries and laborers for that residence. If the total claims on any given residence exceed \$75,000, claims on that residence will be paid on a pro-rata basis.
6. Interest Rate: The rate of interest to be used for claims is determined based upon the Wall Street Journal Prime Lending Rate on the first business day of each year, not to exceed 10% APR [Utah Code § 38-11-203(3)(c) & (d)]. Further, the rate to be used is the rate in effect for the year the qualified services were performed. (If qualified services occurred in more than one year, use the applicable rate for each year on the portion of the services performed in the respective years). Those rates are:

2025 – 7.50%	2022 – 3.25%
2024 – 8.50%	2021 – 3.25%
2023 – 7.50%	2020 – 4.75%
7. Separate Claims: A separate claim application must be filed, and a separate claim-processing fee must be paid, for each property.
8. Updating Address Information: It is the claimant's responsibility to maintain a current address with the Fund. All correspondence will be sent to the last known address shown on the Fund's records. If the claimant's address or any other pertinent information should change, the claimant must notify the Fund of this change in writing. If the claimant's address is incorrect, the claimant will not receive claims-related correspondence, which could result in the denial of a claim.
9. Deliver completed application to:

By US Postal Service:

**Residence Lien Recovery Fund
PO BOX 146741
Salt Lake City, UT 84114-6741**

By in-person or express delivery:

**Residence Lien Recovery Fund
Heber M Wells Building, 1st Floor
160 E 300 S
Salt Lake City, UT 84111**

If you have questions, please send them to, constructionprograms@utah.gov or call (801) 530-6719.



LRF APPLICATION FOR PAYMENT

CLAIMANT GENERAL INFORMATION

Claiming as (select one): Contractor Supplier Other

Company Name: _____

LRF Registration: _____ Federal Tax ID: _____
(Required for Payment)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Email: _____

Claimant's Attorney (if applicable):

Name: _____
First Middle Last

Law Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Email: _____

NONPAYING PARTY INFORMATION:

Company Name: _____ Contractor License #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Email: _____

Nonpaying Party's Attorney (if applicable):

Name: _____
First Middle Last

Law Firm: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Email: _____



UTAH DEPARTMENT OF COMMERCE

Division of Professional Licensing

ORIGINAL CONTRACTOR/FACTORY BUILT HOUSING RETAILER/REAL ESTATE DEVELOPER:

Original (Select One):

- Contractor Factory Built Housing Retailer Real Estate Developer

Company Name: License #:

Address:

City: State: Zip:

Phone: () - Email:

HOMEOWNER:

Homeowner Name:

Address:

City: State: Zip:

Phone: () - Email:

Subsequent Homeowner (if applicable):

Homeowner Name:

Address:

City: State: Zip:

Phone: () - Email:

Owner-Occupied Residence:

Address:

City: State: Zip:

Legal Description (required):



RESIDENCE & QUALIFIED SERVICES:

Residence is a (*select one*):

- Detached, single-family dwelling Duplex residence
- Other, describe: _____

Please describe the qualified services performed by the claimant for the nonpaying party on this residence:

Qualified services can be described as: (*select one*)

- Work designated for the improvement of incidental residence only
- Work constituting improvement to multiple properties or subdivisions (*i.e. infrastructure work, installation of utilities, roadways, sewer lines, and irrigation systems on a subdivision or on multiple properties*)

Date(s) claimant provided qualified services for nonpaying party on this residence:

Has the homeowner provided the claimant with a copy of a Certificate of Compliance for the incident residence? Yes No

Amount nonpaying party owes claimant for qualified services on this residence:

\$ _____

Date claimant recorded mechanics' lien on incident residence: _____

Date of occupancy permit: _____

No occupancy permit, date of final inspection on residence: _____

If none of the above, date original contractor & owner's contract was substantially complete:



CIVIL ACTION AGAINST NONPAYING PARTY:

Court, case number, and filing date of claimant’s civil action against the nonpaying party:

Date judgment was entered in civil action: _____

Date supplemental order issued: _____ Date served: _____

Date of Writ of Execution: _____ Return of Execution: _____

Amount of judgment recovered through writ of execution (if any): \$ _____

NONPAYING PARTY’S BANKRUPTCY FILING:

Court, case number, and filing or conversion date for nonpaying party’s bankruptcy action:

ADDITIONAL SOURCES OF PAYMENT:

Is claimant likely to become entitled to reimbursement for this claim from any other source?

- No Yes Identify the source(s) including name, address, telephone number, and amount of expected reimbursement. (*Attach additional sheets as necessary.*)



PAYMENT WORKSHEET

Attach evidence supporting all amounts claimed; which may include civil judgment, invoices, costs documentation, attorney fee affidavits, billing notices, supplemental order issuance reports, etc..

SECTION 1—CIVIL JUDGMENT: Complete this section only if claimant has obtained a civil judgment against the nonpaying party. If the judgment relates to more than one property, complete sections 1 and 2. If the judgment relates to only one property, complete only this section. If claimant has been precluded from obtaining a civil judgment because the nonpaying party filed for bankruptcy protection, go to Section 3.

- A. _____ Qualified services amount awarded in civil judgment.
- B. _____ Pre-judgment attorney fees—may not exceed 15% of qualified services [Utah Code § 38-11-203(3)(f)]
- C. _____ Pre-judgment costs.
- D. _____ Post-judgment attorney fees. Total attorney fees may not exceed 15% of qualified services [Utah Code § 38-11-203(3)(f)]
- E. _____ Post-judgment costs for entire principal amount authorized by the civil judgment. [See Utah Admin. Code § R156-38-204d(3)(a) for limits]
- F. _____ Interest. Calculate simple interest on the qualified services balance using the appropriate rate from the table in the instructions.
- G. _____ Total (add lines A through F).

SECTION 2—ALLOCATION OF CIVIL JUDGMENT TO RESIDENCE: Complete this section only if the claimant has obtained a civil judgment that includes an award for more than one residence. The Fund can pay only the portion of the civil judgment that relates to the subject property. Please attach a separate sheet that identifies the residences included in the civil judgment and state the amounts awarded for each residence.

- H. _____ Qualified services attributable to this residence.
- I. _____ Allocation ratio. Divide line H by line A above and enter the percentage here (Please round to the nearest 1/100 of a percent).
- J. _____ Pre-judgment attorney fees allocated to this residence. Multiply line B by line I.
- K. _____ Pre-judgment costs allocated to this residence. Multiply line C by line I.
- L. _____ Post-judgment attorney fees allocable to this residence. Multiply line D by line I.
- M. _____ Post-judgment costs allocable to this residence. Multiply line E by line I.
- N. _____ Total interest allocable to this residence. Multiply line F by line I
- O. _____ Total amount claimed for this residence. Add line H and lines J through N. Do not include line I in the total.



SECTION 3—BANKRUPTCY FILING BY NONPAYING PARTY: Complete this section if claimant was precluded from obtaining a civil judgment because the nonpaying party filed for bankruptcy protection.

- P. _____ Amount of qualified services provided for this residence.
- Q. _____ Amount of attorney fees incurred to collect for qualified services on this residence. Total attorney fees may not exceed 15% of qualified services and the claimant's contract with the nonpaying party must authorize collection of attorney fees. [Utah Code § 38-11-203(3)(f)]
- R. _____ Amount of costs incurred to collect for qualified services on this residence. [Utah Admin. § R156-38-204d(3)(b) for limits]
- S. _____ Interest. Calculate simple interest on the qualified services balance using the appropriate rate from the table in the instructions.
- T. _____ Total amount claimed. Add lines P through S.



AFFIDAVIT, CERTIFICATION AND RELEASE AUTHORIZATION

I am authorized to sign this affidavit for the claimant described and identified in this Residence Lien Recovery Fund claim application.

To the best of my knowledge, the information contained in this application and the supporting documents is free from fraud, misrepresentation, or omission of material fact.

I will ensure that any information subsequently submitted to the Division of Professional Licensing in conjunction with this claim application and/or its supporting documents will meet the same standard set forth above.

I understand that claimants who, in order to receive payment from the Lien Recovery Fund to which they are not entitled, report false information, withhold information, or present false or misleading documentation pertinent to a claim will be disqualified from receiving payment and may be subject to both criminal prosecution and civil penalties.

I understand that this application will be classified as a public record and will be available for inspection by the public except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I certify that the claimant is not entitled to reimbursement from any other entity for this claim as of the date of this affidavit. Should the claimant become entitled to reimbursement from any other entity for this claim after this date, the claimant will immediately notify the Division of Professional Licensing.

I hereby authorize all persons, institutions, governmental agencies, employers, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Professional Licensing, State of Utah or the Residence Lien Recovery Fund, any files, records or information of any type reasonably required for the Division of Professional Licensing to properly evaluate my claim.

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signature of Affiant: _____ Date: _____

Printed Name: _____



OWNER-OCCUPIED RESIDENCE AFFIDAVIT

Claimant's Name: _____

If you are the owner of the indicated residence, please complete this affidavit as appropriate, sign it, and return it to the claimant. If you are not the owner of the residence, do not complete the affidavit, but return it to claimant.

I, _____ I declare under criminal penalty under the law of Utah, the following to be true:

I am the owner of a detached single family residence, duplex other type of residence located at (check the appropriate box):

Address: _____ City: _____ State: _____ Zip: _____

Construction on this residence was or will be completed on: _____ (date).

I am will be am not will not be occupying this property as my primary or secondary residence (check the appropriate box).

I began or will begin occupying this property as a primary or secondary residence on: _____

I am am not renting or leasing this property as a primary or secondary residence to:

Homeowner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

My tenant or lessee began or will begin occupying this property on _____.

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signature of Affiant: _____ Date: _____

Printed Name: _____



UTAH DEPARTMENT
OF COMMERCE
Division of Professional Licensing

SPENCER J. COX
Governor

MARGARET W. BUSSE
Executive Director

MARK B. STEINAGEL
Division Director

DEIDRE M. HENDERSON
Lieutenant Governor

Dear Resident:

The State of Utah has enacted the Residence Lien Restriction and Lien Recovery Fund Act—Title 38, Chapter 11 of the Utah Code. The Act has two primary purposes: (1) the Act provides qualifying homeowners with protection against mechanics' liens and (2) the Act creates a fund of last resort, the Residence Lien Recovery Fund, to pay contractors and suppliers ("claimants") who are prevented by the Act from recovering through the mechanics lien process.

To recover from the Fund, a claimant must establish that the residence for which services or materials were provided is an "owner-occupied residence." The Act defines an "owner" as a person who contracts with a contractor for construction on or purchase of a single-family dwelling or a duplex. Such a residence becomes "owner-occupied" if the owner, the owner's tenant, or the owner's lessee occupies the residence as a primary or secondary residence within 180 days from the date construction is or will be completed.

A claimant is providing you with the attached Affidavit because you appear to be the owner of a property for which the claimant has provided goods and/or services. The claimant is required to obtain this Affidavit as part of making a claim for payment from the Lien Recovery Fund.

If you are the owner of the property, please review and complete the Affidavit attached to this letter. Please complete the Affidavit and return it to the claimant within 30 days of receiving it. Please complete all sections and provide all information requested on the Affidavit. If you are not the owner of the property, please immediately return the uncompleted Affidavit to the claimant.

Completing and signing the Affidavit **will not** subject you to liens or obligate you to pay the claimant but may eliminate the need for you to be subpoenaed as a witness at a deposition or hearing regarding this claim.

Thank you for taking the time to complete, sign, and return the Affidavit.

Respectfully,

Aaron Godar
Lien Recovery Fund Manager

Claimant's Name

Claimant's Address

Claimant's City, State, & Zip

Claimant's Telephone Number

BEFORE THE DIVISION OF PROFESSIONAL LICENSING
DEPARTMENT OF COMMERCE, STATE OF UTAH

Claimant's Name Claimant,

v.

Nonpaying Party/Defendant's Name Permissive Party,

CERTIFICATE OF SERVICE

I hereby certify that on the _____ day of _____, I served a **QUALIFIED BENEFICIARY CLAIM APPLICATION** for _____'s claim for qualified services provided for _____ on property owned by _____, along with this

(property owner's name)

CERTIFICATE OF SERVICE, on the following by depositing a copy in the U.S. mail, return receipt requested, postage pre-paid, addressed to:

Permissive Party: _____

Address: _____ City: _____ State: _____ Zip: _____

Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signature: _____ Date: _____

Printed Name: _____