

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 for the first time, the form is set up to create a partial (as opposed to a final) waiver of lien assuming you have yet to create a waiver for an ongoing construction project. In the event you have already provided a prior waiver of lien for an ongoing construction project using a form application other than EasyPDF™ Waiver of Lien, while the task may appear similar using EasyPDF™ Waiver of Lien given you're entering data to complete a partial or final waiver of lien for release of payment, the difference lays in preparing a waiver for a project in which one or more waivers have already been provided using a different form application. This in turn requires documentation in the form of previous lien waivers submitted to show the amount paid to date, including the original contract agreement along with any change orders to show the amount of contract to date in order to prepare and complete a subsequent waiver of lien using an EasyPDF™ Waiver of Lien. In contrast, the preparation and completion of a waiver of lien for an ongoing project already using EasyPDF™ Waiver of Lien to generate waivers can often be achieved in as little as 30 seconds or less given a digital form that eliminates redundancy by not having to enter/type the same text more than once in addition to other form features provided to help save time and money using the form.
- ◆ Click the EasyPDF™ Waiver of Lien black menu icon represented by the construction hard hat 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 and 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 lien waiver, progress or final, to be provided. Once done, continue to navigate the form filling in form field data as required for creating a partial/final waiver of lien pertaining to an 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 waiver after construction has been completed. In reality, once a partial waiver of lien has been completed using the form and saved, a subsequent waiver can take as little as 15-30 seconds to complete, add a digital signature, and submit for approval to the recipient in an email file attachment. Needless to say, the form can easily pay for itself ten times over given time saved especially when preparing waivers for multiple projects lasting several months to a year. Regardless of what you pay a secretary or an administrative office assistant, it's not rocket science, do the math.
- ◆ Once a waiver of lien has been completed, it's important to save the waiver (regardless of type) under a file name for future reference or use in creating a subsequent waiver for an 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 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-partial-waiver-no-2.pdf.
- ◆ Last but not least, the 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 are recognized by law in all 50 States. 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 and 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!