

Form A

**Written Request to Owner for Information
for Preliminary 20-Day Notice**

[DATE]

[OWNER'S NAME & ADDRESS]

RE: [JOB SITE]

[CLAIMANT NAME]

[CLAIMANT ADDRESS]

[DESCRIPTION OF GENERAL NATURE OF CLAIMANT'S LABOR,
SERVICES OR MATERIALS TO WHICH THE 20-DAY NOTICE APPLIES]

Dear [OWNER or GENERAL CONTRACTOR]:

Pursuant to A.R.S. § 33-992.01(I), I request that you provide me with the following information to be used in a Preliminary 20-Day Notice for work performed or materials supplied to the job site identified above. The statute requires that this information be furnished within 10 days of your receipt of this request.

1. The legal description, subdivision plat, street address, or location with respect to commonly known roads or other landmarks in the area;
2. The name and address of the owner or reputed owner of the property;
3. The name and address of the original contractor or reputed contractor;
4. The name and address of the construction lender, if any, or reputed construction lender;
5. If any payment bond has been recorded pursuant to A.R.S. § 33-1003, a copy of the bond and the name and address of the surety company and bonding agent.

If you fail to furnish the requested information, you will be prohibited from raising any inaccuracy in such information in the preliminary twenty-day notice as a defense. Likewise, if a payment bond has been recorded pursuant to A.R.S. § 33-1003 and you do not furnish me with a copy of the bond, I will retain lien rights against the property to the extent any bond claim I might have had is prejudiced as a result of not receiving a copy of the bond.

Please forward the above information to:

[CLAIMANT NAME AND ADDRESS]

Sincerely,

[CLAIMANT NAME]