

**BUILDER'S LIEN CHECKLIST**

	INFORMATION REQUIRED	COMPLETE INFORMATION
1.	<b>Name of Project</b> Address of project	
2.	<b>Name of Contractor</b>	
3.	<b>Contract No.</b>	
4.	<b>Date of Award of Contract</b>	
5.	<b>Completion date of Contract</b> As specified in Certificate of Completion	
6.	<b>Name of Payment Certifier</b> Company and/or individual as specified in the contract between the Payment Certifier and City of Surrey	
7.	<b>Certificate of Completion Signed by Payment Certifier</b> Builders Lien Act, s. 7(10), Form 3 - please attach a copy	
8.	<b>Notice of Certification of Completion Signed and Posted by Payment Certifier</b> Within 7 days of issuing Certificate of Completion Builders Lien Act, s. 7(4), Form 2 - please attach a copy	
9.	<b>Letter from Payment Certifier</b> Signed letter stating date the Notice of Certification of Completion was posted by the Payment Certifier - please attach a copy	
10.	<b>Statutory Declaration</b> <u>Original</u> statutory declaration dated on or after the date of the Certificate of Completion - please attach a copy	
11.	<b>WCB Clearance Letter</b> Stating all assessments are paid up-to-date and Contractor currently registered and in good standing - please attach a copy	
12.	<b>Land Title Office Searches</b> The requesting department must obtain a Land Title Office title search for all titled lands (excluding roads which may have been created through gazette notice, by-law or other legislation) 56 days after the date on which the Certificate of Completion was issued by the Payment Certifier - please attach a copy. For assistance, please contact Realty Services at 604-598-5700.	
13.	<b>Posting String</b>	
14.	<b>Work Order No.</b>	