

State of \_\_\_\_\_  
County of \_\_\_\_\_

**Supplier/Sub-Subcontractor Lien Waiver**

**From:** \_\_\_\_\_  
( Supplier)

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Mail To:**  
**Farley Associates, Inc.**  
**9454 Old Bailes Road**  
**Indian Land, SC 29707**  
**803-547-5727-Phone**  
**803-547-5738-Fax**

**Job And Location:**  
\_\_\_\_\_

The undersigned hereby certifies that upon receipt of the sum of \$ \_\_\_\_\_, we will be paid for all materials and/or labor supplied through \_\_\_\_\_ (date) for this project.

This affidavit releases any liens and claims on bonds for the project listed above, upon receipt of any payment due from \_\_\_\_\_ (subcontractor) as listed above.

In witness whereas, the undersigned has signed and sealed this instrument this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**Authorized Signature:** \_\_\_\_\_

**Company:** \_\_\_\_\_

Subscribed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_.

Notary public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

## Instructions:

The **Supplier/Sub-Subcontractor Lien Waiver** form is intended for use by those companies selling material or subcontracting labor to the subcontractor who is contracting with Farley Associates, i.e. a paint manufacturer selling paint to the painting subcontractor. This form would be completed by the paint manufacturer in that case.

The **Supplier/Sub-Subcontractor Lien Waiver** form is required from each supplier/sub-subcontractor each month, until a final waiver is submitted. A final waiver would state that all material/labor has been paid for through “the end of the job,” not through a specific date.

Any application for payment missing the required documentation will not be processed.

### Instructions for Completion:

The **Supplier/Sub-Subcontractor** should fill out the top portion with their name and address, and the job name and location.

In the line for **Subcontractor Purchasing Material/Labor from Supplier/Sub-Subcontractor**, you should list the company with a contract with the supplier/sub-subcontractor. In the painting subcontractor example from above, the name of the painting subcontractor would go on this line.

“The undersigned hereby certifies that upon receipt of the sum of \$\_\_\_\_\_, we will be paid for all materials and/or labor supplied through \_\_\_\_\_ (date) for this project.”

In this section, the supplier/sub-subcontractor should list the amount due through the end of the current month. The date in this section must be the last day of the current month. For example, if today is January 12<sup>th</sup>, and the painting subcontractor is billing through January 30<sup>th</sup>, then the date in this section should be January 30<sup>th</sup>.

This means that the subcontractor’s application for payment must be submitted 15 days before the supplier/sub-subcontractor lien waivers can be submitted. Please instruct your supplier/sub-subcontractors to mail the lien waivers directly to me at the address listed on the form. This will save processing time each month.

The waiver should be signed by a principal of the supplier/sub-subcontractor, and notarized.

The waiver must be remitted to Farley Associates, Inc. and approved by Farley Associates, Inc. before any payment can be made each month.

Please direct questions to Erica Stamey at [estamey@farleyassociatesinc.com](mailto:estamey@farleyassociatesinc.com).