

Easy Law's 20 Step Pre-Lien Verification Process



- Step 1:** Pre-lien notice requests are date stamped upon receipt.
- Step 2:** Requests are entered into our computer system using our specialized software program for processing.
- Step 3:** Our trained verifiers confirm the following information:
1. Job Site Address
 2. Property Ownership
 3. General Contractor's Information
 4. Lender Information
- The research is done through telephone calls, online public records, and specialized property records programs available to Easy Law.
- Step 4:** If the information we gather is different from what we received with the request, we will call to discuss the differences before we complete the notice.
- Step 5:** If your request is not completed by the 3rd or 4th day it is transferred to a specialist for more in-depth research.
- Step 6:** If your request is not completed by the 4th or 5th day we will call you to determine if you have any additional information which might help us complete your notice.
- Step 7:** If your request is not completed by the 5th business day, we will either send it as is with the available information with your permission or cancel it if you prefer.
- Step 8:** Corrected and/or new information found during the verification process is then entered into our system for your notice.
- Step 9:** Using our database of 1000's of names and addresses, our computer system looks for matches with the information entered.
- Step 10:** Before your notice is printed, a quality assurance specialist double checks the work for accuracy.
- Step 11:** Any errors discovered in our quality assurance review of your notice are corrected before printing.
- Step 12:** The pre-lien notice is printed:
- a. Regular Processing – within 5 business days after receipt of request
 - b. Express Processing – within 2 business days after receipt of request
- Step 13:** The pre-lien notice is prepared for certified mail with or without return receipt in accordance with your instructions.
- Step 14:** The notice is taken to the post office or submitted electronically to our mailing house.
- Step 15:** Certified mail logs are obtained.
- Step 16:** Copies of the completed notices are posted to your account on our website for review and downloading.
- Step 17:** Once the notices have been delivered, return receipt cards are received, sorted, and filed.
- Step 18:** Delivery status for your notice is posted to your online account.
- Step 19:** If a notice is returned as non-deliverable, we determine why the notice was returned:
- a. If the notice was returned because of our error, we correct and re-mail the notice via certified mail at no charge.
 - b. If the notice was correctly addressed but is returned by USPS, we provide our clients with written notice and the option to have a copy of the original notice along with a letter of explanation mailed to the original addressee(s) via first class mail.
- Step 20:** Delivered notices are filed for future use and are stored for two (2) years in accordance with the terms of our Customer Service Agreement.