

## Lien Release & Waiver Requests

**EMAIL ALL REQUESTS TO: [HERCLIENRELEASEDEPT@HERCRENTALS.COM](mailto:HERCLIENRELEASEDEPT@HERCRENTALS.COM)**

**FAX ALL REQUESTS TO: (800) 654-0711**

**ONLINE REQUESTS: HERCRENTALS.COM → NEED HELP**

Herc Rentals provides state statute Lien Releases and Waivers. Customer, GC, or Owner release forms may be submitted for review and processed if approved by the Herc Rentals legal department. The Lien Release Request form below is not required to obtain a lien release, but hopefully convenient for you and helpful to us to expedite your request. Completed Lien Releases will be emailed, faxed, and/or mailed via U.S. Mail as instructed. If we are unable to complete the requested Lien Release Request, you will be notified by email or telephone. Additional information (NTO, invoice numbers, or previous releases referencing the project) might be required to complete the request. Please submit a new request if additional information has been requested.

All requests are processed in the order that they are received. Please allow 7 to 10 business days for your payment to be processed before requesting a Lien Release or Waiver. Including a Lien Release Request with your payment sent via U.S. Mail may delay your request being processed.

If you are sending payments by regular U. S. Mail, please send to Herc Rentals, P. O. Box 650280, Dallas, Texas 75265-0280. If you are sending payments by **overnight courier**, please send to the following street address: Herc Rentals-Lockbox 650280, 1501 North Plano Road, Suite 100, Richardson, TX 75081-2430.

### TYPES OF RELEASES

**1 – CONDITIONAL PROGRESS (THROUGH DATE REQUIRED EXCEPT FOR NEVADA JOBSITES.)**

Will include all open invoices for the project through requested dated.

If invoices from the previous month's release remain open, these will be listed as exceptions.

**2 – UNCONDITIONAL PROGRESS (THROUGH DATE REQUIRED EXCEPT FOR NEVADA JOBSITES.)**

All payments must be posted to the customer's account and all invoices for the project closed through the date requested. (This includes all adjustments.)

**3 – CONDITIONAL FINAL**

Completed after all equipment has been picked up from the jobsite and billed to the customer's account. Will include all open invoices for the project.

**4 – UNCONDITIONAL FINAL**

Completed after receipt and clearance of final payment for the project and all invoices are closed.

**FOR PROMPT RESPONSE, PLEASE COMPLETE THE INFORMATION BELOW**

REQUEST DATE:	
REQUESTED BY:	Customer <input type="checkbox"/> GC <input type="checkbox"/> Owner <input type="checkbox"/>
RELEASE TO BE FAXED TO:	
RELEASE TO BE MAILED TO:	

**REQUESTER / CUSTOMER INFORMATION**

REQ NAME: \_\_\_\_\_  
 REQ PHONE #: \_\_\_\_\_  
 CUST NAME: \_\_\_\_\_  
 CUST ACCT #: \_\_\_\_\_

**JOBSITE / PROJECT INFORMATION**

JOBSITE NAME: \_\_\_\_\_  
 JOBSITE ADDR 1: \_\_\_\_\_  
 JOBSITE ADDR 2: \_\_\_\_\_  
 JOBSITE CITY, ST, ZIP: \_\_\_\_\_

**TYPE OF LIEN RELEASE NEEDED**

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> 1. <b>CONDITIONAL PROGRESS</b>   | THROUGH DATE: _____ |
| <input type="checkbox"/> 2. <b>UNCONDITIONAL PROGRESS</b> | THROUGH DATE: _____ |
| <input type="checkbox"/> 3. <b>CONDITIONAL FINAL</b>      |                     |
| <input type="checkbox"/> 4. <b>UNCONDITIONAL FINAL</b>    |                     |

**ADDITIONAL COMMENTS, INSTRUCTIONS, OR INFORMATION**

(i.e. NTO #, INVOICE #, OR AMOUNT OF RELEASE)

If an Unconditional Release cannot be completed at this time due to open invoices, a conditional release will be provided.

Payment to be made by: (conditional releases only) Customer  GC  Owner