

Attention All N.E. Construction Subcontractors:

Our draw request procedures regarding releases of lien and the blank forms that you can fill out are as follows:

All draws other than retainage:

1. Partial Release of Lien (from your company to N.E.);
2. If you use suppliers on the project, then for each supplier you must submit the following:
 - a. Supplier's Unconditional Partial Release of Lien through the draw date.
 - b. If supplier(s) cannot provide an unconditional, then submit a Supplier's Conditional Partial Release of Lien through the draw date. Within ten (10) days of receiving your payment from N.E., you must submit the Supplier's Unconditional Partial Release of Lien through the draw date.
3. If you use subcontractors on the project, then for each of your subcontractors you must submit the following:
 - a. Sub-Subcontractor's Unconditional Partial Release of Lien through the draw date.
 - b. If your subcontractor(s) cannot provide an unconditional, then submit a Sub-Subcontractor's Conditional Partial Release of Lien through the draw date. Within ten (10) days of receiving your payment from N.E., you must submit the Sub-Subcontractor's Unconditional Partial Release of Lien through the draw date.

Retainage (Final 10%) Draws:

1. Full and Final Waiver and Release of Lien (from your company to N.E.);
2. If you use suppliers on the project, then for each supplier on the project you must submit the following:
 - a. Supplier's Unconditional Full and Final Release of Lien through the draw date.
 - b. If supplier cannot provide unconditional, then submit Supplier's Conditional Full and Final Release of Lien. Within ten (10) days of receiving your payment from N.E., you must submit the Supplier's Unconditional Full and Final Release of Lien.
3. If you use subcontractors on the project, then for each of your subcontractors you must submit the following:
 - a. Sub-Subcontractor's Unconditional Full and Final Release of Lien through the draw date.
 - b. If your subcontractor(s) cannot provide unconditional, then submit Sub-Subcontractor's Conditional Full and Final Release of Lien. Within ten (10) days of receiving your payment from N.E., you must submit the Sub-Subcontractor's Unconditional Full and Final Release of Lien.