



*PAUL D. PATE*  
*Secretary of State*  
*State of Iowa*

# MECHANIC'S NOTICE AND LIEN REGISTRY

## SUBMITTER INFORMATION

Submitter information: Name, Address, City, State, Postal Code

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MNLR Number (if applicable):** \_\_\_\_\_  
(May be found by searching the MNLR database at <https://sos.iowa.gov/mnlr/search>)

**Email address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

- \* **Print or type information. Illegible or incomplete documents will be refused and returned.**
- \* **All fields on Submitter Information form are required and must be returned with documents.**

**SECRETARY OF STATE**  
Business Services Division  
Lucas Building, 1<sup>st</sup> Floor  
Des Moines, IA 50319

Phone: (515) 281-5204  
Fax: (515) 242-5953  
Website: [sos.iowa.gov](http://sos.iowa.gov)



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## MECHANIC'S LIEN AND LIEN REGISTRY

### COVER PAGE FOR A PAPER SUBMISSION OF A BOND FOR DISCHARGE OF LIEN

**ALL ITEMS MUST BE COMPLETED AND A COPY OF THE SURETY BOND MUST BE ATTACHED. PAPER SIZE OF ANY ATTACHMENTS MUST BE 8 ½ x 11. SUBMITTER INFORMATION FORM MUST ACCOMPANY THIS FORM. ILLEGIBLE OR INCOMPLETE DOCUMENTS WILL BE REFUSED AND RETURNED.**

**1. MNLR NUMBER:** \_\_\_\_\_  
(May be found by searching the MNLR database at <https://sos.iowa.gov/mnlr/search>)

**2. BOND INFORMATION:**

Mechanic's lien amount: **This information will prefill from the Mechanic's Notice and Lien Registry.**

Amount of the bond: \_\_\_\_\_

Company issuing surety bond: \_\_\_\_\_  
Company must be authorized for surety by Iowa Department of Commerce, Insurance Division. List of authorized companies may be obtained at the following Web site:

<https://data.iowa.gov/Government/Insurance-Companies-Authorized-For-Surety/fy23-3m/data>

**3. THE FOLLOWING INFORMATION WILL BE PREFILLED FROM THE MECHANIC'S NOTICE AND LIEN REGISTRY. IT IS YOUR RESPONSIBILITY TO VERIFY THE ACCURACY OF THE INFORMATION CURRENTLY ON RECORD BEFORE FILING:**

- a. General Contract / Owner Builder: Name and City;
- b. Property Owner(s): Name, Mailing address; and
- c. Property Information: County, Other counties, Street address or location, Tax parcel ID number, Legal description.

**4. SURETY BOND:  
COPY OF SURETY BOND MUST ACCOMPANY THIS FORM. PAPER SIZE OF ANY ATTACHMENTS MUST BE 8 ½ x 11.**

If the MNLR document you have selected was not posted by you, submission of this form is your verification that it is your intent to post a document based on the information posted by another MNLR user.

**NO FEE**

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