LIEN WAIVER TRACKER

Administrative tracker only, not a lien waiver. Required forms, timing and conditional / unconditional effects vary by jurisdiction. Get local legal advice.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

PAYMENT AND DOCUMENT REGISTER

Payee / trade	Invoice / period	Payment amount / date	Waiver type / status

Common categories where applicable: conditional progress, unconditional progress, conditional final, unconditional final. Verify local form and legal effect. Record cleared funds; this tracker does not release rights.

General template only. Not legal advice. Check the contract and applicable local requirements.

LIEN WAIVER TRACKER

Use the legally appropriate form for the project. Keep original documents and evidence of payment securely.

PROJECT / JOB NUMBER

UPDATED BY / DATE

REVIEW WORKFLOW

- [ ] Identify applicable local lien / notice requirements with qualified counsel.
- [ ] Verify correct legal parties, property, covered work and through-date.
- [ ] Verify payment amount, coverage through-date, exceptions, disputed sums and retainage treatment.
- [ ] Confirm the form type and its legal effect before requesting signature.
- [ ] Confirm authorized signer and whether any required formalities apply.
- [ ] Match signed documents to actual payments and preserve records.
- [ ] Escalate missing / disputed documents; do not assume this tracker clears title.

EXCEPTIONS / FOLLOW-UP

Payee / unresolved issue	Next step / owner	Due date

REVIEWED BY / ROLE

COUNSEL / DOCUMENT LOCATION REFERENCE

General template only. Not legal advice. Check the contract and applicable local requirements.