

**INSTRUCTIONS
CONDITIONAL WAIVER
AND
RELEASE UPON PROGRESS PAYMENT**

Name of Claimant	Party receiving the progress payment should be identified using full legal name under which this Conditional Waiver is to be executed, including legal status (i.e. sole proprietorship, partnership, limited liability corporation, etc.) Where appropriate, a copy of resolution authorizing individual to act on behalf of entity should be attached.
Project	Provide Project name
Property Address	Provide physical address where the Work was performed
County	Provide county where the Work was performed
Tax Parcel No.	Provide the tax parcel number (also known as the “assessor’s parcel number in some counties) where the Work was performed
Legal Description	Provide legal description for the Property where the Work was performed
Property Owner	Provide all names of property owners. Property owner(s) should be identified using full legal name under which this Conditional Waiver is to be executed, including legal status (i.e., sole proprietorship, partnership, limited liability corporation, etc.) Where appropriate, a copy of resolution authorizing individual to act on behalf of entity should be attached.
Progress Payment	Provide amount of progress payment Claimant has received as of the Release Date (as defined in this Conditional Waiver)
Release Date	Provide “Release Date” (or date that the Work was completed on or before)
Claimant Signature	To the extent the Owner is an entity, signatory must have the authority to sign on behalf of the Owner-entity and must include the signatory’s printed name, title, signing date, and amount of consideration received.