



1315 East Main Street
P.O. Box 706
Magnolia, AR 71754
870-234-6060
Fax 234-5754
Email: wes@sshomecenter.com

September 18, 2010

Dear Contractor,

Please complete and submit the enclosed forms at or before the beginning of each job.

This will help us make a smooth transition into your upcoming jobs and will keep us all up to date with Arkansas laws.

This information will prove beneficial to you when reviewing your monthly statement and when reviewing your tax information at the end of each year. This will allow us to research within each job in the event that you need records researched or reprinted.

Please let us know if there is anything further we can do to help.

We appreciate your cooperation and your business.

Thank you,

Wes Stockwell, Mgr



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Contractor Job Information Form: _____ Date: _____

Contractor Account (Name): _____

Homeowner Name: _____

Homeowner Mailing Address: _____

City: _____ State _____ Zip _____

Estimated Start Date: _____ Estimated End Date: _____

Job Location (Address and/or City): _____

City and/or County (Tax Purposes): _____

*Please note: If not in City Limits, only list the county or parish.

Directions to Jobsite (From S&S): _____

Special instructions and/or warnings: (i.e. Gate Combination? Low power lines? stay on road? Septic tank? Gas Meter? Water Meter?:

Please attach copy of lien law notice signed by the homeowner
(Required under the new law)

Lien Law Letter signature requested: _____ Date: _____

Lien Law Letter returned: _____ Date: _____



September 18, 2010

Notice to Contractors:

As you know, new law has gone in to affect requiring the homeowner to be notified of all potential lien holders. You as the contractor can do this on behalf of all of your suppliers and laborers. We are enclosing a "Notice to Homeowners" copied directly from the law and printed exactly as required by the law. Simply present this to your homeowner at the time of your contract signing along with a list of all your suppliers and laborers.

If you choose not to present this notice to your homeowner, we will present them with our own notice as we are required by law to confirm that the homeowner has been notified of the new law. However, this does not replace your obligation under the new law.

We are also enclosing a copy of our "**S&S** Notice to Homeowners" for your review. If you prefer that your customer not receive this letter directly from us, all you have to do is submit to us a copy of the enclosed legal notice signed by you and the homeowner.

If you are contracting a spec house or a personal home where you are the ultimate owner, this law does not apply. However, all materials and labor must be paid in full prior to the sale of the home or the purchaser must be notified of any outstanding balances under the terms of the new lien law.

We appreciate your business,

Wes Stockwell, Mgr



September 18, 2010

Notice to Home owners,

We are supplying to you a copy of the new lien law notification. It is now required that you be notified that any contractor, supplier, or laborer has the right to file a lien on any property or service that is left owed.

This is in no way a reflection on your contractor and has nothing to do with his or her credit or payment history. We are supplying this information to you as a benefit. The law has been changed to protect you.

If you have any questions about these changes, I will be happy to help. You can also view the law as it is stated online at:
www.arkleg.state.ar.us/assembly/2009/r/acts/act454.pdf . This is Act 454.

If you are a home owner and all materials and labor are being charged directly to you and being paid by you, this law does not apply.

Thank you,

Wes Stockwell, Mgr

IMPORTANT NOTICE TO THE HOMEOWNER

I UNDERSTAND THAT EACH CONTRACTOR, SUBCONTRACTOR, LABORER, SUPPLIER, ARCHITECT, ENGINEER, SURVEYOR, APPRAISER, LANDSCAPER, ABSTRACTOR, OR TITLE INSURANCE AGENT SUPPLYING LABOR, SERVICES, MATERIAL, OR FIXTURES IS ENTITLED TO A LIEN AGAINST THE PROPERTY IF NOT PAID IN FULL FOR THE LABOR, SERVICES, MATERIALS, OR FIXTURES USED TO IMPROVE, CONSTRUCT, OR INSURE OR EXAMINE TITLE TO THE PROPERTY EVEN THOUGH THE FULL CONTRACT PRICE MAY HAVE BEEN PAID TO THE CONTRACTOR. I REALIZE THAT THIS LIEN CAN BE ENFORCED BY THE SALE OF THE PROPERTY IF NECESSARY. I AM ALSO AWARE THAT PAYMENT MAY BE WITHHELD TO THE CONTRACTOR IN THE AMOUNT OF THE COST OF ANY SERVICES, FIXTURES, MATERIALS, OR LABOR NOT PAID FOR. I KNOW THAT IT IS ADVISABLE TO, AND I MAY, REQUIRE THE CONTRACTOR TO FURNISH TO ME A TRUE AND CORRECT FULL LIST OF ALL SUPPLIERS AND SERVICE PROVIDERS UNDER THE CONTRACT, AND I MAY CHECK WITH THEM TO DETERMINE IF ALL MATERIALS, LABOR, FIXTURES, AND SERVICES FURNISHED FOR THE PROPERTY HAVE BEEN PAID FOR. I MAY ALSO REQUIRE THE CONTRACTOR TO PRESENT LIEN WAIVERS BY ALL SUPPLIERS AND SERVICE PROVIDERS, STATING THAT THEY HAVE BEEN PAID IN FULL FOR SUPPLIES AND SERVICES PROVIDED UNDER THE CONTRACT, BEFORE I PAY THE CONTRACTOR IN FULL. IF A SUPPLIER OR OTHER SERVICE PROVIDER HAS NOT BEEN PAID, I MAY PAY THE SUPPLIER OR OTHER SERVICE PROVIDER AND CONTRACTOR WITH A CHECK MADE PAYABLE TO THEM JOINTLY.

SIGNED: _____

Homeowner Signature

ADDRESS OF PROPERTY: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DATE: _____

I HEREBY CERTIFY THAT THE SIGNATURE ABOVE IS THAT OF THE OWNER, REGISTERED AGENT OF THE OWNER, OR AUTHORIZED AGENT OF THE OWNER OF THE PROPERTY AT THE ADDRESS SET OUT ABOVE.

SIGNED: _____

Contractor Signature