



UTAH DEPARTMENT  
OF COMMERCE  
Division of Professional Licensing

SPENCER J. COX  
Governor

MARGARET W. BUSSE  
Executive Director

MARK B. STEINAGEL  
Division Director

DEIDRE M. HENDERSON  
Lieutenant Governor

Dear Resident:

**RE: HOMEOWNER CERTIFICATE OF COMPLIANCE  
RESIDENCE LIEN RESTRICTION AND LIEN RECOVERY FUND ACT**

The **Utah Residence Lien Restriction and Lien Recovery Fund Act**, [Utah Code § 38-11](#), provides that homeowners who meet certain criteria can obtain a Certificate of Compliance, which certifies that the owner is protected from mechanics' liens and related lawsuits.

The sections below are instructions on how to apply for a Certificate:

**If you contracted for \$5,000 or less:** You MUST complete this application for Certificate of Compliance and submit the required supplemental documentation.

**If you contract for more than \$5,000:** You have the option to apply by completing the other *Affidavit of Compliance* located at [dopl.utah.gov/residence-lien-recovery-fund/forms/](http://dopl.utah.gov/residence-lien-recovery-fund/forms/).

The Residence Lien Recovery Fund staff can answer general questions. However, our staff cannot provide you legal advice about your specific legal circumstances or represent you in legal matters. You may contact the Residence Lien Recovery Fund at (801) 530-6719 or [constructionprograms@utah.gov](mailto:constructionprograms@utah.gov).

Please be aware it is your responsibility to understand the statutes and rules that govern the Residence Lien Recovery Fund. The statutes, rules and additional information may be found on the Fund's website located at: <https://dopl.utah.gov/residence-lien-recovery-fund/>

Respectfully,

**Aaron Godar**  
Lien Recovery Fund Manager



**If you contracted for \$5,000 or less:** you MUST complete this application for Certificate of Compliance. If you contracted for more than \$5,000, please complete the other application for Certificate of Compliance available at [dopl.utah.gov/residence-lien-recovery-fund/forms/](http://dopl.utah.gov/residence-lien-recovery-fund/forms/).

**Homeowner's Name:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Mailing address or PO Box City State Zip

**Tax Parcel Number** (found on your annual property tax notice): \_\_\_\_\_

**Checklist**

- \$30 non-refundable application fee made payable to "DOPL-LRF"
- Original Affidavit of Compliance**
- Attach a list of **all known subcontractors and suppliers**
- A copy of **this checklist**
- Certificate of Service** proving that you sent a copy of this application and all attachments by certified mail/return receipt requested, to all lien claimants and the party with whom you contracted.

**Submit in person or via express delivery:**

Division of Professional Licensing  
Heber M Wells Building  
160 E 300 S  
Salt Lake City, UT 84111

**Submit in via US Postal Service:**

Division of Professional Licensing  
PO BOX 146741  
Salt Lake City, UT 84114-6741

**For Questions:**

Call (801) 530-6719 or (866) 275-3675 (Utah only)  
or E-mail: [constructionprograms@utah.gov](mailto:constructionprograms@utah.gov)

BEFORE THE DIVISION OF PROFESSIONAL LICENSING  
DEPARTMENT OF COMMERCE, STATE OF UTAH

IN THE MATTER OF THE APPLICATION  
FOR A CERTIFICATE OF COMPLIANCE  
ON THE RESIDENT OF

\_\_\_\_\_  
*Homeowners' Name*  
LOCATED AT:

\_\_\_\_\_  
*Physical address*

\_\_\_\_\_  
*City: State: Zip:*

Tax Parcel Number \_\_\_\_\_

AFFIDAVIT OF COMPLIANCE

I, \_\_\_\_\_, being first duly sworn state as follows:

1. The information contained in this application and the supporting documents are true and correct, and I will ensure that any information subsequently submitted in conjunction with this application will meet the same standard.
2. I understand that it is my responsibility to read and understand all statues and rules pertaining to my application for Certificate of Compliance.
3. I entered into an oral or written contract on \_\_\_\_\_ for service, labor, or materials with: \_\_\_\_\_ and the general contract, including all changes and additions, totaled: \$ \_\_\_\_\_.
4. The following entities have demanded payment for service, labor or materials associated with the general contract: (attach separate sheet if needed)

- 
- 
5. The residence is a single-family dwelling or duplex and contains no more than two separate living units. See [Utah Code § 38-11-102\(21\)](#).
  6. The residence is occupied by me or my tenant or lessee as a primary or secondary residence and was occupied within 180 days from the date of the completion of the construction on the residence. See [Utah Code § 38-11-102\(17\)](#).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

**Signature of Affiant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

\_\_\_\_\_  
Homeowner's Name

\_\_\_\_\_  
Homeowner's Address

\_\_\_\_\_  
Homeowner's City, State, & Zip

\_\_\_\_\_  
Homeowner's Telephone Number

BEFORE THE DIVISION OF PROFESSIONAL LICENSING  
DEPARTMENT OF COMMERCE, STATE OF UTAH

\_\_\_\_\_  
Homeowner's Name

v

\_\_\_\_\_  
Original Contractor

CERTIFICATE OF SERVICE  
To the Original Contractor

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, I served a copy of  
(Date) (Month) (Year)

the CERTIFICATE OF COMPLIANCE AFFIDAVIT OF COMPLIANCE APPLICATION and

AFFIDAVIT OF COMPLIANCE to \_\_\_\_\_  
(Original Contractor's Name)

for services provided on property owned by \_\_\_\_\_,  
(Homeowner's name)

by depositing a copy in the U.S. mail, return receipt requested, postage pre-paid, addressed to:

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (including Apt/Unit/Ste #) and/or PO Box

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_,  
(Date) (Month) (Year)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Homeowner's Name

\_\_\_\_\_  
Homeowner's Address

\_\_\_\_\_  
Homeowner's City, State, & Zip

\_\_\_\_\_  
Homeowner's Telephone Number

BEFORE THE DIVISION OF PROFESSIONAL LICENSING  
DEPARTMENT OF COMMERCE, STATE OF UTAH

\_\_\_\_\_  
Homeowner's Name

v

\_\_\_\_\_  
Original Contractor

CERTIFICATE OF SERVICE  
To the Lien Holder

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, I served a copy of  
(Date) (Month) (Year)  
the CERTIFICATE OF COMPLIANCE AFFIDAVIT OF COMPLIANCE APPLICATION and  
AFFIDAVIT OF COMPLIANCE to \_\_\_\_\_  
(Lien Holder's Name)

for services provided on property owned by \_\_\_\_\_,  
(Homeowner's Name)

by depositing a copy in the U.S. mail, return receipt requested, postage pre-paid, addressed to:

Lien Holders: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (including Apt/Unit/Ste #) and/or PO Box

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .  
(Date) (Month) (Year)

\_\_\_\_\_  
Signature