

SAMPLE FORM #3

REQUEST FOR ACCOUNT BALANCE

Pursuant to Idaho Code § 45-525(3)(b), the undersigned property purchaser(s), homeowner(s), or their designated agent request information concerning the balance owed by the referenced customer upon its account with (company name here) in connection with the construction, alteration, or repair of improvements on the referenced property.

(Print all Information)

Contractor Name _____

Property Address/Legal _____

FBS Account No. _____

Homeowner/Purchaser Names _____

Agent Name & Relationship _____

SIGNATURE OF HOMEOWNER, PURCHASER OR AGENT:

_____ **Date signed** _____

Please understand that account balances are private information. In order to provide this information we must verify proof of a pending agreement between the homeowner or purchaser and the general contractor. You may do this by providing a copy of the signed Disclosure Statement from the contractor that lists our company as a supplier. Alternatively, a signature of the general contractor below will suffice.

SIGNATURE OF GENERAL CONTRACTOR AUTHORIZING CONTACT:

_____ **Telephone for Verification** _____ **Date signed** _____

(Signed)

The balance of this account at this time totals \$_____. This statement does not represent an account payoff calculation, statement or invoice. The account balance may increase or decrease for reasons including payments from the customer, future material purchases, or materials purchased and for which an invoice has not yet been identified or posted to this account. (company name here) provides this account balance as required by Idaho Code § 45-525(3)(b).

Date _____ By _____

(For (company name here) Use Only)
Faxed copy to General Contractor at no. _____ this date _____. Initials _____

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