

YOUR BUSINESS NAME

NOTICE OF INTENT TO LIEN

TO

Re: Unpaid balance of [amount] for work at [job address]

PROPERTY ADDRESS

AMOUNT UNPAID

LAST DAY LABOR OR MATERIAL FURNISHED

INVOICE OR CONTRACT REFERENCE

THIS IS NOT A LIEN. THIS IS A NOTICE THAT A MECHANICS LIEN MAY BE RECORDED AGAINST THE PROPERTY DESCRIBED BELOW IF THE UNPAID AMOUNT IS NOT PAID. A RECORDED LIEN CAN AFFECT THE SALE OR REFINANCING OF THE PROPERTY AND MAY LEAD TO FORECLOSURE PROCEEDINGS.

This letter is formal notice that [your business name] has not been paid [amount] for labor and material furnished to the property at [job address].

The last day on which labor or material was furnished to that property was [last day worked]. The amount remains unpaid as of the date of this notice, and it is claimed under [invoice or contract reference].

If the full amount is not received within [number of days] days of the date of this notice, a mechanics lien may be recorded against the property, and any further remedy available under the mechanics lien law of [state] may be pursued, including recovery of costs where the statute allows it.

If you believe this amount has already been paid, or that any part of it is disputed, contact us in writing immediately so the matter can be resolved without a lien being recorded. That remains the preferred outcome for everybody involved.

Sincerely,

Signature

Date

Print name

Title

Copy sent to owner, lender and general contractor as required

Date

Mechanics lien law is set by each state. Deadlines for preliminary notice, intent to lien and recording differ, some states require specific wording or service by certified mail, and missing a deadline can end the lien right entirely. Check the statute for the state where the property is located, or speak to a construction attorney, before relying on this letter.