

NOTICE OF INTENT TO LIEN

Date: _____

To:

_____ (property owner)

_____ (street address)

_____ (city, state, ZIP)

_____ (general contractor, if any)

_____ (street address)

_____ (city, state, ZIP)

Property: _____

Project reference: _____ (invoice or contract number, optional)

PLEASE TAKE NOTICE that _____ ("Claimant") furnished the following labor, services, equipment, or materials for the improvement of the property identified above:

_____.

The amount now due and unpaid to Claimant for that work is \$_____. Demand for payment has not been satisfied.

If payment in full is not received by _____, Claimant intends to pursue the remedies available under applicable state law, including recording a claim of lien against the property. A recorded lien becomes a matter of public record, attaches to the property's title, and can affect the ability to sell, refinance, or obtain funding against the property until it is resolved.

Payment should be delivered to Claimant at the address below. If you believe this claim has been paid or is in error, contact Claimant immediately so the record can be corrected before further action is taken.

Claimant:

_____ (name)

_____ (street address)

_____ (city, state, ZIP)

_____ Date: _____

(signature)

Blank template from NoticeSent (noticesent.com), a document preparation and mailing service — not a law firm; no legal advice. This notice is not itself a lien. In most states a Notice of Intent to Lien is a demand letter rather than a statutory form; where a state prescribes its own pre-lien notice, that statutory document is a different one. Send by USPS Certified Mail and keep the tracking record.