

State of \_\_\_\_\_  
County of \_\_\_\_\_

## Notice of Intent to Make Retainage Claim

**This is not a lien.** This notice is to inform you that payments to the Unpaid Party have not been made pursuant to this state's Retainage laws, and that if nonpayment or underpayment continues, the Unpaid Party will take further action to recover unpaid sums.

### Project

Nickname: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

### Unpaid Party

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Hiring Party

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Amount Improperly Retained \$** \_\_\_\_\_

**Notice:** Please be advised that the above Unpaid Party has not been paid in accordance with the Retainage laws of this state. As a result, if payment is not forthcoming within the next 10 days, the Unpaid Party may pursue legal remedies, including but not limited to a claim under the Retainage laws of this state.

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IF PAYMENT IS NOT MADE FOR AMOUNTS PAST DUE, A RETAINAGE CLAIM MAY BE  
INITIATED AND/OR A LAWSUIT MAY BE INITIATED AGAINST YOU

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In order to avoid a Retainage claim and/or potential lawsuit, please immediately contact the above Unpaid Party to arrange for payment of the amount past due.

Signed:

\_\_\_\_\_

(Print)

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Date)