

# Notice to Owner of Personal Liability

---

**PROPERTY OWNER** (Name & Address)

**NOTIFYING PARTY**  
(Name & Address of Party Sending Notice)

**PRIME CONTRACTOR**  
(Name & Address of Prime Contractor)

**HIRING PARTY**  
(Name & Address of party who hired the NOTIFYING PARTY)

SERVICES were or are to be supplied in the improvement and/or construction of real property described as follows (the "**PROPERTY**"):

Services, labor, materials, equipment and/or work provided or to be provided by the Notifying Party ("**SERVICES**"):

**PROJECT NUMBER:** (if any)

**AMOUNT OF CLAIM:**

\_\_\_\_\_ | \$ \_\_\_\_\_

YOU ARE HEREBY NOTIFIED that the NOTIFYING PARTY has furnished labor and/or materials, as above identified as SERVICES as a subcontractor or supplier pursuant to a contract with the above-identified HIRING PARTY to perform construction services at the above-described PROPERTY.

Take notice that the above-identified AMOUNT OF CLAIM, plus interest thereon, is due and owing to the NOTIFYING PARTY pursuant to the terms of the contract between the NOTIFYING PARTY and the HIRING PARTY.

This Notice of Personal Liability is given pursuant to the Indiana Mechanic's Lien Act, as codified at Indiana Code §32-8-3-9, to hold you personally liable for the payment of the above claim to the extent of any amount which may now be due or may hereafter become due from Property Owner to or for Prime Contractor, either directly or through other contractors, entities or parties.

You are cautioned not to disburse any funds on account of the above Project without making adequate provision of the satisfaction of this claim.

	<p>Signed and dated this _____ day of _____, 20____.</p> <p>_____ Agent for NOTIFYING PARTY</p> <p>Signed by: _____ DULY AUTHORIZED</p> <p>Title: _____</p>
--	---

**PROOF OF SERVICE AFFIDAVIT**

I, \_\_\_\_\_, being duly sworn, deposes and says that I am over the age of 18 years old, that this affidavit is made upon my own personal knowledge, and that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, I served the attached Notice to Owner of Personal Liability to the following parties at these stated addresses:

[\_\_\_\_\_] Property Owner

[\_\_\_\_\_] Prime Contractor

[\_\_\_\_\_] Hiring Party

[\_\_\_\_\_] \_\_\_\_\_

I served the attached document:

[\_\_\_\_\_] By personally delivering the notice to the identified parties;

[\_\_\_\_\_] By First Class Certified or Registered Mail service, return receipt requested, postage prepaid, and with delivery restricted to the addressee.

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

Sworn to and subscribed before me, undersigned Notary Public, on the date inscribed to the right of this verification.

\_\_\_\_\_  
Notary Public

Signed this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Agent for Notifying Party  
Signed by: \_\_\_\_\_  
Title: \_\_\_\_\_