

# NOTICE OF MECHANICS LIEN

Virginia Code § 43-9

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**CLAIMANT** (Name & Address)

**PROPERTY** Subject to the Lien:  
(Give address and Legal Property Description)

**PROPERTY OWNER** (Name & Address)  
Sent Cert #: \_\_\_\_\_

Description of Labor, Materials, Services, etc.  
provided to the Property by Claimant  
("SERVICES"):

**PRIME CONTRACTOR** (Name & Address)  
Sent Cert #: \_\_\_\_\_

**TYPE OF STRUCTURE** upon which work  
done or materials furnished:

**AMOUNT OF CLAIM:**  
\$ \_\_\_\_\_

DATE from which interest on the above-  
amount is claimed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

This NOTICE is delivered to the **PROPERTY OWNER AND PRIME CONTRACTOR** above-identified. You are hereby notified that the CLAIMANT, a subcontractor under the PRIME CONTRACTOR, for the construction of the above-identified TYPE OF STRUCTURE at the above-identified PROPERTY, being constructed for you, or on property owned by you, said PROPERTY OWNER, is indebted to the CLAIMANT in the AMOUNT OF CLAIM, with interest thereon from the above-identified DATE, for services or materials furnished in and about the construction or improvement of said TYPE OF STRUCTURE on the PROPERTY, which has been contracted to construct or improve for the PROPERTY OWNER upon the above-identified PROPERTY in the marked county and state. You are further notified that I have duly recorded a mechanic's lien for the same.

Dated \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Agent for Claimant  
signed by: \_\_\_\_\_  
title: \_\_\_\_\_

# Memorandum For Mechanics Lien Claimed by Sub-Subcontractor

Virginia Code § 43-5

Return To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Circuit Court: \_\_\_\_\_

Parcel Identification Code: \_\_\_\_\_

**CLAIMANT** (Name & Address)

**PROPERTY OWNER** (Name & Address)

**PRIME CONTRACTOR** (Name & Address)

**SUB-CONTRACTOR** (Name & Address)

The subcontractor [\_\_\_\_\_] did [\_\_\_\_\_] did not hire the CLAIMANT. If subcontractor did not hire the CLAIMANT, the party who hired CLAIMANT is:

**PROPERTY** Subject to the Lien:  
(Give address and Legal Property Description)

Description of Labor, Materials, Services, etc. provided to the Property by Claimant ("**SERVICES**"):

**TYPE OF STRUCTURE** upon which work done or materials furnished:

**AMOUNT OF CLAIM:**

\$ \_\_\_\_\_

Date from which interest on the above-amount is claimed:

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

It is the intent of the CLAIMANT to claim the benefit of a lien.

\_\_\_\_\_  
Agent for Claimant  
signed by: \_\_\_\_\_  
title: \_\_\_\_\_

## AFFIDAVIT

STATE OF \_\_\_\_\_,  
COUNTY (OR PARISH) OF \_\_\_\_\_, TO WIT:

BEFORE ME, undersigned Notary Public, in and for the State and County above listed, do certify that \_\_\_\_\_, agent for the CLAIMANT, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, did make oath before me in my county aforesaid, and that information has been provided to him/her as the disclosed agent of CLAIMANT, and that based upon this information and his/her information, knowledge and belief, that the PROPERTY OWNER identified in the Memorandum of Lien is justly indebted to CLAIMANT in the sum identified in the Memorandum of Lien, for the consideration stated in the foregoing Memorandum of Lien, and that the same is payable as therein stated.

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

## File a Lien to Ensure Payment

If your lien rights are protected and you still haven't been paid, it's time to file a lien!

71%

Of contractors have filed a lien\*

480,000+

Liens have been filed through Levelset

97%

Is the acceptance rate of Levelset-filed liens

\*According to a 2021 survey of construction companies nationwide.

Filing a lien is a powerful way to get paid, and Levelset makes the process easy!

### How does it work?



- ✓ Answer a few simple questions about your job.
- ✓ Have your job information reviewed by our research experts.
- ✓ Levelset sends the lien to the county recorder and all necessary parties as required by your state.
- ✓ Receive help every step of the way from our support team via phone, email, or chat.

*"[To file a lien], it took maybe two minutes. It was easy. I'm no expert, but I would say that I can't imagine not using Levelset. You've taken something that has a lot of mystery to it and made it easy."*

Hal Bolter | President at Regions Facility Services



[File a Lien Now](#)

[Visit our website](#)

to learn more about notices and how they help construction companies get paid!

Payment help is here. | [www.levelset.com](http://www.levelset.com)