



**SAMPLE
DOCUMENT**

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PRELIMINARY 20-DAY NOTICE

MADE AS OF (Current Date), In the Year of (Current Year),

To Owner:

**Contact Primary Full Address
Contact Primary Telephone**

To Construction Lender:

**Project Lender Full Address
Project Lender Telephone**

To Contractor:

**Company Full Address
License Number
Telephone**

To Subcontractor:

**Name of Subcontractor
Address
City, State, Zip Code**

From Claimant:

**Name of Claimant
Address
City, State, Zip Code**

For the Project:

Description of the Jobsite sufficient for

NOTICE IS HEREBY GIVEN that the Claimant will furnish the following labor and/or materials at an estimated price of **\$(Dollar amount of total labor and/or materials):**

(Description of labor, equipment, services and/or materials to be furnished)

NAME OF PERSON OR FIRM who contracted for purchase of Claimant's labor and/or materials: **Purchasers' Name**

Notice to Property Owner

If bills are not paid in full for the labor, services, equipment, or materials to be furnished, a mechanic's lien leading to the loss, through court proceedings, of all or part of your property being so improved may result. Your property even though you have paid your contractor in full. You may protect yourself against this consequence by (1) requiring your contractor to provide a release by the person or firm giving you this notice before making payment.

1.800.700.8321
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contractor, (2) requiring your contractor to furnish a receipt to establish that you paid the contractor in full and recording no later than 30 days from receipt of notice an affidavit that you paid the contractor in full, or (3) any other action that is appropriate under the circumstances.

FURTHER, If this notice is given by a subcontractor who has failed to pay wages to his/her laborers on the job, said subcontractor shall furnish the names and addresses of each laborer and any express trust fund to whom employer payments are due:

Verification

I, the undersigned, declare under penalty of perjury that the above is true and correct.

Executed on this _____ day of _____, 20__.

Claimant Signature

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