



Notice of Intent to Lien

Send this before filing an actual mechanics lien. It puts the GC and owner on formal notice that payment is overdue and gives them a last chance to resolve it.

Not legal advice. This template is provided for general informational purposes only. Lien rights, notice deadlines, and required language vary by state and project type. Confirm current requirements with a licensed attorney in your state before relying on this document.

Date	Sent Via (Certified Mail / Email)
To: General Contractor / Property Owner (Name & Address)	
From: Subcontractor (Company & Address)	
Job Name / Property Address	Original Contract Date

Re: Notice of Intent to Lien

This letter is to notify you that the undersigned has performed labor and/or furnished materials for the improvement of the property referenced above, pursuant to a contract dated as stated.

As of the date of this notice, the unpaid balance due for labor and/or materials furnished is \$_____, covering work performed between _____ and _____. Despite prior requests for payment, this amount remains unpaid.

Please be advised that if payment in full is not received within _____ days of the date of this notice, the undersigned intends to record a mechanics lien against the above-referenced property, and may pursue all other remedies available under applicable law, including a claim against any payment bond covering this project.

We would prefer to resolve this matter without filing a lien. Please contact us at the phone number or email below to arrange payment or discuss a resolution.

Contact Phone	Contact Email
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Sincerely,

Name / Title / Company

State Notes

- CA** A Preliminary Notice is generally required within 20 days of first furnishing labor or materials to preserve full lien rights (Civil Code §8200 et seq.). The mechanics lien itself must typically be recorded within 90 days of project completion, or 60 days after a Notice of Completion/Cessation is recorded.
- NJ** Under the NJ Construction Lien Law (N.J.S.A. 2A:44A-1 et seq.), a Notice of Unpaid Balance and Right to File Lien generally must be filed with the county clerk before or with the lien claim, which must typically be filed within 90 days of last providing work or materials.

Subcrewz

Subcrewz flags overdue invoices automatically so you can send a notice before it becomes a real problem.
subcrewz.com