

Private Project Lien Worksheet

Job _____

Contractor _____ Owner _____

Surety _____ Construction Lender _____

Deadlines *File Lien and Serve Stop Notice* _____

Stop Notice Action _____

Lien Foreclosure Action _____

Preliminary 20-Day Notice

Deadline Done

1.	Contract date		
2.	Send written request to owner for information needed to serve Preliminary 20-Day Notice (<i>Form A</i>)		
2a.	Date when we first furnished labor and/or materials to the project		
3.	Serve Preliminary 20-Day Notice (<i>Form B</i>) within 20 days of date on line 2a		
4.	Prepare Affidavit of Service (<i>Form C</i>) within 30 days of line 3		
5.	If labor and material we provide exceed, by 20% or more, the amount in the Preliminary 20-Day Notice, serve a supplemental notice within 20 days		
6.	Date when we last provided labor or materials to the project		
7.	If we do not receive full payment on time, notify the general contractor, owner, payment bond surety and construction lender in writing		

Calculate the date of project completion – the earliest of the following dates:

8.	Thirty days after a "final completion and written final acceptance by the governmental body that issued the building permit" – usually a final certificate of occupancy		
	60 th consecutive day of no work — unless due to material shortage, strike, or act of God		
	Date when Notice of Completion is recorded		

Record the lien and/or serve the Stop Notice within the time allowed:

9.	If Notice of Completion is recorded, within 60 days of recording date; if Notice of Completion is <i>not</i> recorded, within 120 days after completion		
	After the Notice and Claim of Lien is recorded, a copy must be served on the owner using one of the statutory methods, preferably on the lien date		

Sue to foreclose the lien and/or enforce the stop notice

10.	File action on Stop Notice within 3 months after deadline for recording liens		
11.	File a lien foreclosure action within 6 months of lien recording date		
12.	When full payment received, record/serve Satisfaction and Release of Lien		