

MECHANIC'S LIEN CHECKLIST:

Serve Preliminary 20-Day Notice

- The first thing any contractor, subcontractor, or material supplier should do when starting a project is serve the preliminary notice. Regardless of your relationship with the other businesses, you must do this to protect your rights.
- Only work done within the preceding 20-days of service of the notice may be recovered under a mechanic's lien cause of action.

Record Mechanic's Lien

- Make sure to record your Mechanic's Lien in the County Records Office

Serve Notice of Mechanic's Lien

- This must be done under strict statutory requirements. If any of the requirements are not met, it may render your Mechanic's Lien invalid (there are new requirements so even if you have been doing this for a while, make sure you are in strict compliance).

File a lien foreclosure action within 90 days

- If you wait longer than 90 days from recording your Mechanic's Lien, your claim will no longer be valid.
- Consult an attorney *prior* to the 90 day filing, so that adequate time is available to file the action.
- Gather all documents to give to your attorney; i.e. contract documents, preliminary notice, invoices, and any communications between the parties.

Record a Lis Pendens

- Record and serve the Lis Pendens on the property. It is not required, but suggested, to also file this document with the Court.