

NOTICE OF INTENT TO FILE A MECHANIC'S LIEN

Date: [Date]

TO (Property Owner):

[Owner Name]

[Owner Address]

[City, State, Zip]

FROM (Claimant):

[Your Name/Company Name]

[Your Address]

[City, State, Zip]

RE: NOTICE OF UNPAID BALANCE AND UPCOMING LIEN FILING

Property Description:

[Address of the property where work was performed]

[Legal description if known]

This letter serves as formal notice that [Your Company Name] intends to file a Mechanic's Lien against the property listed above for failure to pay for labor and/or materials provided for the improvement of said property.

Details of Claim:

- **Description of Work/Materials:** [Brief description of services or supplies]
- **Total Amount Due:** \$[Total Dollar Amount]
- **Date Debt Became Due:** [Date]

This is a warning. If payment in full is not received within [Number of Days, e.g., 10] days from the date of this notice, we will proceed with the filing of a formal Mechanic's Lien with the County Recorder's Office without further notice to you.

A Mechanic's Lien acts as a cloud on the title of the property and may prevent you from selling or refinancing the property until the debt is satisfied.

Please send payment immediately to the address listed above or contact [Contact Person Name] at [Phone Number] to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]