

COMMERCIAL (NON-RESIDENTIAL) CONSTRUCTION ORIGINAL CONTRACTOR AND FIRST TIER SUB-CONTRACTOR

A notice of unpaid balance should be sent to the owner of the property by every first-tier sub-contractor (with a copy to the original contractor) for any month in which any unpaid balance remains, except contractual retainage for which a timely Notice of Agreed Retainage has been sent to the owner. This notice of unpaid balance is required to be sent no later than the 15th day of the third calendar month following the month in which the unpaid work was performed or material delivered. The notice is not required if you have a written contract with the owner of the property.

An affidavit of Claim of Lien must be recorded in the real property records of the county where the property is located by every claimant, (original contractor and sub-contractor) on every non-residence project not later than the 15th day of the fourth calendar month of the "accrual of indebtedness." A copy of the lien affidavit for every claimant must also be sent to the property owner. If the original contract is dated prior to September 1, 1999, the copy of the lien affidavit must be sent to the owner within one (1) business day after the affidavit is filed. If the original contract is dated on or after September 1, 1999, the copy of the lien affidavit must be sent to the owner within five (5) business days after the affidavit is filed. Every subcontractor must also send it within the time limit to the original contractor.

| Month in which unpaid work is performed | Deadline for sending Notices of Unpaid Balance to Owner/Original Contractor | Deadline for filing Lien Affidavit |
|--|--|---|
| January | April 15 | May 15 |
| February | May 15 | June 15 |
| March | June 15 | July 15 |
| April | July 15 | August 15 |
| May | August 15 | September 15 |
| June | September 15 | October 15 |
| July | October 15 | November 15 |
| August | November 15 | December 15 |
| September | December 15 | January 15 |
| October | January 15 | February 15 |
| November | February 15 | March 15 |
| December | March 15 | April 15 |

RESIDENTIAL CONSTRUCTION SUB-CONTRACTOR

A notice of unpaid balance should be sent to the owner of the property by every sub-contractor if a sub-contractor on a residential construction project for any month in which any unpaid balance remains. This notice of unpaid balance is required to be sent no later than the 15th day of the second calendar month following the month in which the unpaid work was performed or material delivered. Additional language is included within form "5" in the event the property is homestead.

An affidavit of Claim of Lien must be recorded in the real property records of the county where the property is located by every claimant, (original contractor and sub-contractor) on a "residential construction project" not later than the 15th day of the third calendar month of the "*accrual of indebtedness*." A copy of the lien affidavit for every claimant must also be sent to the property owner. If the original contract is dated prior to September 1, 1999, the copy of the lien affidavit must be sent to the owner within one (1) business day after the affidavit is filed. If the original contract is dated on or after September 1, 1999, the copy of the lien affidavit must be sent to the owner within five (5) business days after the affidavit is filed. Every subcontractor must also send it within the time limit to the original contractor.

| Month in which unpaid work is performed | Deadline for sending Notices of Unpaid Balance to Owner/Original Contractor | Deadline for filing Lien Affidavit |
|--|--|---|
| January | March 15 | April 15 |
| February | April 15 | May 15 |
| March | May 15 | June 15 |
| April | June 15 | July 15 |
| May | July 15 | August 15 |
| June | August 15 | September 15 |
| July | September 15 | October 15 |
| August | October 15 | November 15 |
| September | November 15 | December 15 |
| October | December 15 | January 15 |
| November | January 15 | February 15 |
| December | February 15 | March 15 |

RESIDENTIAL CONSTRUCTION ORIGINAL CONTRACTOR AND FIRST TIER SUB-CONTRACTOR

A notice of unpaid balance should be sent to the owner of the property by every first-tier sub-contractor (with a copy to the original contractor) for any month in which any unpaid balance remains, including unpaid, agreed retainage. This notice is required to be sent no later than the 15th day of the second calendar month following the month in which the unpaid work was performed or material delivered. The notice is not required if you have a written contract with the owner of the property.

An affidavit of Claim of Lien must be recorded in the real property records of the county where the property is located by every claimant, (original contractor and sub-contractor) on every "residential construction project" not later than the 15th day of the third calendar month of the "*accrual of indebtedness*." A copy of the lien affidavit for every claimant must also be sent to the property owner. If the original contract is dated prior to September 1, 1999, the copy of the lien affidavit must be sent to the owner within one (1) business day after the affidavit is filed. If the original contract is dated on or after September 1, 1999, the copy of the lien affidavit must be sent to the owner within five (5) business days after the affidavit is filed. Every subcontractor must also send it within the time limit to the original contractor.

| Month in which unpaid work is performed | Deadline for sending Notices of Unpaid Balance to Owner/Original Contractor | Deadline for filing Lien Affidavit |
|--|--|---|
| January | March 15 | April 15 |
| February | April 15 | May 15 |
| March | May 15 | June 15 |
| April | June 15 | July 15 |
| May | July 15 | August 15 |
| June | August 15 | September 15 |
| July | September 15 | October 15 |
| August | October 15 | November 15 |
| September | November 15 | December 15 |
| October | December 15 | January 15 |
| November | January 15 | February 15 |
| December | February 15 | March 15 |

COMMERCIAL (NON-RESIDENTIAL) CONSTRUCTION SUB-CONTRACTOR

A notice of unpaid balance should be sent to the owner of the property by every sub-contractor on a non-residence property (with a copy to the original contractor) for any month in which any unpaid balance remains, except contractual retainage for which a timely Notice of Agreed Retainage has been sent to the owner. This notice of unpaid balance is required to be sent no later than the 15th day of the third calendar month following the month in which the unpaid work was performed or material delivered. The notice is not required if you have a written contract with the owner of the property.

A notice of unpaid balance should be sent to the original contractor by every sub-contractor of a subcontractor on a non-residence property for any month in which any unpaid balance remains, except contractual retainage for which a timely Notice of Agreed Retainage has been sent to the owner. This notice of unpaid balance is required to be sent no later than the 15th day of the second calendar month following the month in which the unpaid work was performed or material delivered.

An affidavit of Claim of Lien must be recorded in the real property records of the county where the property is located by every claimant on every non-residence project not later than the 15th day of the fourth calendar month of the "accrual of indebtedness." A copy of the lien affidavit for every claimant must also be sent to the property owner. If the original contract is dated prior to September 1, 1999, the copy of the lien affidavit must be sent to the owner within one (1) business day after the affidavit is filed. If the original contract is dated on or after September 1, 1999, the copy of the lien affidavit must be sent to the owner within five (5) business days after the affidavit is filed. Every subcontractor must also send it within the time limit to the original contractor.

| Month in which unpaid work is performed | Deadline for sending Notices of Unpaid Balance Owner/Original Contractor | Deadline for sending Notice of Unpaid Balance to Owner & Contractor | Deadline for filing Lien Affidavit |
|--|---|--|---|
| January | March | April 15 | May15 |
| February | April 15 | May 15 | June 15 |
| March | May 15 | June 15 | July 15 |
| April | June 15 | July 15 | August 15 |
| May | July 15 | August 15 | September 15 |
| June | August 15 | September 15 | October 15 |
| July | September 15 | October 15 | November 15 |
| August | October 15 | November 15 | December 15 |
| September | November 15 | December 15 | January 15 |
| October | December 15 | January 15 | February 15 |
| November | January 15 | February 15 | March 15 |
| December | February 15 | March 15 | April 15 |