



Texas Mechanics Lien Deadlines for First-Tier Subcontractors - Commercial

Please note: If you are an original contractor to the Owner, the deadlines and requirements for perfecting a lien are different. The following information applies only to liens held by a first-tier subcontractor on a non-residential project. Different deadlines apply for lower tiers.

Please note that the controlling dates are the dates work is performed or materials are supplied (or for undelivered specially fabricated materials, on the date such materials would normally have been delivered), not the dates of any pay applications or invoices.

1. Notice of Claim to the Owner and General Contractor

No later than the 15th day of the third month following *each month* in which labor or materials are supplied, you must send written notice to both the Owner and the General Contractor, via certified mail, by traceable private delivery or mailing service (such as UPS or FedEx), or in person, informing them of the unpaid claim. The notice should be substantially in the form on the reverse side of this document, and may be accompanied by an invoice or billing statement.

2. Lien Affidavit

You must file the lien affidavit with the county clerk [where the project is located] by the 15th day of the **fourth calendar month after the last day of the last month in which you performed work or supplied material.**

Subcontractor supplied labor or materials:	Deadline to send notice to Owner and GC:	Deadline to file Lien Affidavit (*based on last month of work):
January	April 15th	May 15th
February	May 15th	June 15th
March	June 15th	July 15th
April	July 15th	August 15th
May	August 15th	September 15th
June	September 15th	October 15th
July	October 15th	November 15th
August	November 15th	December 15th
September	December 15th	January 15th
October	January 15th	February 15th
November	February 15th	March 15th
December	March 15th	April 15th

Within five (5) calendar days after the Lien Affidavit is filed, you must send a copy to the Owner *and* the General Contractor, via certified mail, by traceable private delivery or mailing service (such as UPS or FedEx), or in person.

NOTICE OF CLAIM FOR UNPAID LABOR OR MATERIALS

WARNING: This notice is provided to preserve lien rights. Owner's property may be subject to a lien if sufficient funds are not withheld from future payments to the original contractor to cover this debt.

Date: _____

Project description and/or address:

Claimant's name: _____

Type of labor or materials provided: _____

Original contractor's name: _____

Party with whom claimant contracted (if not original contractor):

Claim amount: \$_____

_____ [Claimant]

By: _____

Printed Name: _____

Title: _____

Claimant's Address: _____