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Mechanics Lien Information Checklist

- 1) A lien must be filed before 4 months after the last date of your work on the project.
- 2) A Notice must be mailed to the Owner and General Contractor at least 10 days before filing.
- 3) A Notice Extending must be filed before 4 months after the last date of your work on the project.

NOTE: If you are the only contractor working on the project or jobsite, filing a Notice Extending will not give you any additional time!

- 4) To maintain a Mechanic's Lien on residential property which is or may be for sale and to encumber the interests of a bona fide purchaser, actual Notice to the purchaser must be given prior to the date of closing by recorded notice or other means and the lien must be recorded within 2 months of the closing.

IMPORTANT: If the legal description or other information is not readily available, it may take several days to obtain the correct information. **You should initiate the lien process at least 30 days prior to the deadline for filing of the Mechanic's Lien with the Clerk and Recorder.**

Today's Date: _____

Date of last your work on the jobsite: _____

How verified? Payroll records? _____ Other? _____

(This is actual construction etc, not completion of punch list items etc)

Outstanding Balance Due: _____

This is principal amounts only, not interest etc. If the amount includes charges for goods which were not incorporated into the work (tools, equip rental etc) please specify those items:

The Project:

Address: _____

County: _____

Legal description: _____

Owner: _____
(add) _____
tele's _____

Is this a project owned by any governmental entity? Yes / No

Is this new construction? Yes / No

Is this property listed for sale? Yes / No

Is this property a single family or duplex residential property? Yes / No

Identify all unit #'s or different address(es), if multiple, at which you provided services:

With whom did you contract? _____

Name: _____

Address: _____

Telephone #'s _____

Are they the General Contractor? Yes / No , If no, who is?

Name: _____

Address: _____

Telephone #'s _____

Any permits required for this project? Yes / No

Identify who obtained them and specify permit # and Agency who issued: _____

Are any bonds posted for payment in this matter? Yes / No

If yes, provide details: _____

Was a Bank or other financial institution involved as a Disburser? Yes / No

Details: _____

Supporting Documents Needed:

Attach a copy of any written contract or signed Bid

Attach copies of all invoices, work orders, draw requests etc pertaining to this matter.

attach a copy of your A/R account history in this matter, copies of checks received, if kept.

Attach copies of all correspondence relating to this matter.

Are you aware of any specific reasons why payment has not been made? Yes /No

Details: _____

