



Government of the  
 District of Columbia  
 Office of Tax  
 and Revenue  
 Recorder of Deeds  
 1101 4th Street, SW  
 Washington, DC 20024  
 Phone (202) 727-5374

**NOTICE OF MECHANIC’S LIEN**

Date of Notice: mm/dd/yyyy \_\_\_\_\_

The Project <sup>1</sup> is:  Ongoing /  Completed /  Termination

If the Project has been Completed or Terminated,  
 please provide date of Completion or Termination: mm/dd/yyyy \_\_\_\_\_

**Contractor**

Name: \_\_\_\_\_

*and*

**Contractor’s Registered Agent (if applicable)**

Name: \_\_\_\_\_

Contractor’s **or** Contractor’s Registered Agent’s Mailing Address (please specify which)

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Party Against Whose Interest a Lien Is Claimed (herein “Owner”):**

Name: \_\_\_\_\_

*and*

**Owner’s Registered Agent (if applicable):**

Name: \_\_\_\_\_

Owner’s or Owner’s Registered Agent’s Mailing Address (please specify which)

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

<sup>1</sup> Project means any work or materials provided by a contractor for the erection, construction, improvement, repair of, or addition to any real property at the direction of an owner, or an owner’s authorized agent, or the placing of any engine, machinery or other thing therein or in connection therewith so as to become a fixture, though capable of being detached. DC Code Section 40-301.03

**Property:** Square \_\_\_\_\_ Suffix \_\_\_\_\_ Lot(s) \_\_\_\_\_

Address: \_\_\_\_\_

Washington, DC \_\_\_\_\_

**Notice:** Notice is hereby given that Contractor indicated above intends to hold a Mechanic's Lien against the interest of the Owner of the Property for the sum of \$ \_\_\_\_\_ ("Amount Claimed") after taking into account any credit for payments through the date hereof. This claim is pursuant to a contract for work or materials in the Project:

- between Owner and the Contractor
- between a General Contractor and Contractor which acted as a sub-contractor

**Description of the work Done and /or materials Furnished to the Property:**

Contractor supplied and/or performed the following (include specific dates of when: 1) work was commenced and completed; and/or 2) materials were furnished, including first and last delivered dates):

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**Certification:** The undersigned hereby certifies:

- Contractor is:
- an individual
  - organized and existing under the laws of the District of Columbia.
  - organized and existing under the laws of the State of \_\_\_\_\_ and doing business in the District of Columbia.
  - organized and existing under the laws of the State of \_\_\_\_\_ and not doing business in the District of Columbia.

**Delivery of a Copy of Notice:** A copy of this notice will be served within five (5) business days of recordation upon the Owner or the agent of the Owner of the Property by certified mail to the Owner's current address (or, if not available in the public records, to the last known address). I further certify that if the certified mail is returned as unclaimed or undelivered, a copy of this notice will be posted at or on the affected real property at a location generally visible from some entry point to the real property.

**Timing of Notice:** This notice is being filed during the construction or within 90 days after the earlier of the completion or termination of the Project. I further certify that I understand that I must commence suit to enforce this lien within 180 days from the date of recordation of this notice and that a notice of lis pendens will need to be recorded timely and pursuant to applicable law.

**Verification by Contractor, Contractor's Authorized Representative, or Attorney:**

I, \_\_\_\_\_, hereby affirm under penalty of perjury and upon my personal knowledge that the contents of this notice are true and correct to the best of my information and belief, that Contractor has the right to recover the Amount Claimed, and that I am:

- the Contractor
- an authorized representative of the Contractor and evidence of my authority to execute this notice on behalf of the contractor is appended hereto.
- an attorney representing Contractor and evidence of my authority to execute this notice on behalf of the contractor is appended hereto.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zipcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_; ss

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_ as \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_,  
(Name of Contractor)

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**Required documents that must be included in this notice:**

<p>If Contractor is an entity organized under the laws of the District of Columbia, or is doing business in the District:</p>	<p>Photocopy of current license to do business issued by the D.C. Department of Consumer and Regulatory Affairs</p> <p>Certificate of Good Standing issued within 180 days prior to the date of filing of this notice issued by the D.C. Department of Consumer and Regulatory Affairs.</p> <p>If Project is provided under a home improvement contract, a copy thereof.</p>
<p>If Contractor is an individual or an entity organized under the laws OTHER than the District of Columbia, and is not doing business in the District:</p>	<p>Photocopy of current license to do business in foreign jurisdiction</p> <p>Certificate of Good Standing issued within 180 days prior to the date of filing of this notice issued by the foreign jurisdiction</p> <p>If Project is provided under a home improvement contract, a copy of thereof.</p>
<p>If Authorized Representative of Contractor or Attorney is filing this Notice</p>	<p>Letter of Authorization from Contractor</p>

After recording, return to:

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**Letter of Authorization**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
(Name of Authorized Representative or Attorney)

I hereby authorize you to execute and file a Notice of Mechanic's Lien in the District of Columbia against \_\_\_\_\_ to recover the amount due to us for materials we supplied and/or work we performed.

\_\_\_\_\_  
(Name of Contractor)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)