

**Using This Revisable PDF Form**

1. Copies
  - a. Original – to court to be recorded.
  - b. One copy mailed to the owner of the property upon which the lien is placed.
  - c. Additional copies as dictated by local practice. Please contact the local circuit court clerk's office to determine if additional copies are required.
2. This memorandum of lien must be filed with the clerk of the circuit court to perfect a lien under Virginia Code § 43-4.
3. Attachments – none.
4. Preparation details
  - a. Page one and top of page two prepared by the claimant.
  - b. Signatures are not entered online.
  - c. Data Element Nos. 5-14 on page two are completed by a clerk, deputy clerk or notary.
  - d. Data Element Nos. 15-17 on page two are completed by a clerk or deputy clerk and for clerk's office use only.

**MEMORANDUM FOR MECHANIC'S LIEN  
CLAIMED BY GENERAL CONTRACTOR  
UNDER VIRGINIA CODE § 43-5**

**1**

..... Circuit Court

**2**

.....  
ADDRESS

**3**

.....  
TELEPHONE NUMBER

**4**

.....  
PARCEL IDENTIFICATION NUMBER/TAX MAP NUMBER

**5**

.....  
NAME OF OWNER

**7**

.....  
NAME OF CLAIMANT

**6**

.....  
ADDRESS OF OWNER

**8**

.....  
ADDRESS OF CLAIMANT

**9**

.....  
CONTRACTOR LICENSE OR CERTIFICATE NO. OF CLAIMANT  
(IF APPLICABLE)

**10**

.....  
ISSUANCE DATE OF LICENSE OR CERTIFICATE (IF APPLICABLE)

**11**

.....  
EXPIRATION DATE OF LICENSE OR CERTIFICATE (IF APPLICABLE)

If no contractor license or certificate number is included, the claimant certifies that such a valid license or certificate is not required by law for the work done for which the benefit of a lien is claimed.

1. Type of materials or services furnished:

**12**

.....  
.....  
.....

2. Amount claimed: \$ .....

**13**

If any part of the Amount claimed is not due as of the date of this mechanic's lien, identify the date or event upon which it will be due and the sum(s) to which the due date(s) or event(s) apply:

.....  
.....

3. Type of structure on which work done or materials furnished:

**14**

.....  
.....  
.....

4. Brief description and location of real property: .....

**15**

.....  
.....  
.....

5. Date from which interest on the above amount is claimed: .....

**16**

DATE

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**Data Elements, page one**

1. Court name.
2. Address of the court.
3. Telephone number of the court.
4. Tax map reference number or parcel identification number of the property on which the mechanic's lien is being placed.
5. Name of the owner of the referenced property.
6. Address of the owner of the referenced property.
7. Name of the claimant of the mechanic's lien.
8. Address of the claimant of the mechanic's lien.
9. Insert the contractor license or certificate number of claimant, if applicable.
10. Insert date on which the license or certificate was issued, if applicable.
11. Insert date on which the license or certificate expires, if applicable.
12. Describe the materials or services furnished for the property.
13. Insert amount claimed. State whether any part of the amount claimed is not due as of the date of this mechanic's lien.
14. Describe the structure located on the referenced property for which the materials were furnished or on which the work was performed.
15. Provide a brief description and location of the property on which the lien is to be placed.
16. Provide date from which interest on the amount claimed is Element 13 is claimed.

It is the intent of the claimant to claim the benefit of a lien. The undersigned hereby certifies to having mailed a copy of this memorandum of lien to the owner of the property at the property owner's last

known address, ..... **1** .....  
ADDRESS  
..... on ..... **2** .....  
DATE OF MAILING  
..... **3** .....  
DATE  
..... **4** .....  
SIGNATURE OF CLAIMANT

**AFFIDAVIT**  
State of Virginia

County or City of ..... **5** ....., to wit:

I, ..... **6** ....., of the county (or city) aforesaid, do certify that  
NOTARY OR OTHER OFFICER

..... **7** ....., claimant, or ..... **8** ....., agent  
for claimant, this day made oath before me in my county (or city) aforesaid that

..... **9** ....., owner, is justly indebted to claimant in  
the sum of \$ ..... **10** ..... dollars, for the consideration stated in the foregoing  
memorandum, and that the same is payable as therein stated.

Given under my hand this ..... **11** ..... day of ....., 20 .....

..... **12** .....  
[ ] CLERK [ ] DEPUTY CLERK [ ] NOTARY  
Registration No. .... My commission expires .....  
**13** ..... **14** .....

This instrument was admitted to record ..... **15** ..... at ..... **15** .....  
DATE TIME

..... **16** ....., Clerk by ..... **17** ....., Deputy Clerk

**Data Elements, page two**

1. Address to which this memorandum was mailed to the owner of the referenced property.
2. Insert the date on which a copy of this memorandum was mailed to the owner.
3. Date signed by claimant.
4. Signature of claimant. Not filled out online.

**To be completed by clerk, deputy clerk, or notary and should not be completed online:**

5. Locality in which the affidavit is being executed.
6. Name of clerk, deputy clerk or notary executing the affidavit.
7. Name of claimant making oath, if applicable.
8. Name of agent of claimant who is making oath for claimant, if applicable.
9. Name of the owner of the property referenced in Data Element No.5 on page 1.
10. Amount of claim.
11. Date oath taken.
12. Signature of clerk, deputy clerk or notary taking oath. Check the appropriate title box.
13. If a notary is taking oath, insert his or her registration number.
14. If a notary is taking oath, insert the date on which his or her commission expires.

**To be completed by the clerk or deputy clerk and are for clerk's office use only:**

15. Date and time instrument was admitted to record.
16. Name of clerk of court, or signature of clerk if he or she recorded the instrument.
17. Signature of deputy clerk that recorded the instrument, if applicable.