
USING THIS 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. Attachments - none.
3. Preparation details –
 - a. Page one and top of page two prepared by the claimant.
 - b. Signatures are not entered online.
 - c. Data Elements 5-14 on page two are completed by a clerk, deputy clerk or notary.
 - d. Data Elements 15-17 on page two are completed by a clerk or deputy clerk and are for clerk’s office use only.

This memorandum of lien must be filed with the clerk of the circuit court to perfect a lien under Virginia Code § 43-4.

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

..... **1** Circuit Court

..... **2** **3**
ADDRESS TELEPHONE NUMBER

..... **4** or **4**
TAX MAP REFERENCE NUMBER PARCEL IDENTIFICATION NUMBER

..... **5**
NAME OF OWNER

..... **6**
ADDRESS OF OWNER

..... **7**
NAME OF CLAIMANT

..... **8**
ADDRESS OF CLAIMANT

1. Type of materials or services furnished: **9**
.....
.....

Amount claimed: \$ **10**

Type of structure on which work done or materials furnished: **11**

Brief description and location of real property: **12**

Date from which interest on the above account is claimed: **13**

DATA ELEMENTS, page 1

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. Describe the materials or services furnished for the property.
10. Insert amount claimed.
11. Describe the structure located on the referenced property for which the materials were furnished or on which the work was performed.
12. Provide a brief description and location of the property on which the lien is to be placed.
13. Date from which interest 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
DATE OF MAILING

3
DATE

.....
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 **11**, 20 **11**

..... **12**

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

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

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

DATA ELEMENTS, page 2

1. Address to which this memorandum was mailed to the owner of the referenced property.
 - e. Insert the date on which a copy of this memorandum was mailed to the owner.
 - f. Date signed by claimant.
 - g. Signature of claimant.

DATA ELEMENTS 5-14 ON PAGE TWO OF THE FORM SHOULD BE COMPLETED BY THE PERSON TAKING THE OATH AND ARE NOT COMPLETED ONLINE.

- h. Locality in which the affidavit is being executed.
- i. Name of clerk, deputy clerk or notary executing the affidavit.
- j. Name of claimant making oath, if applicable.
- k. Name of agent of claimant who is making oath for claimant, if applicable.
- l. Name of the owner of the property referenced in Data Element No.5 on page 1.
- m. Amount of claim.
- n. Date oath taken.
- o. Signature of clerk, deputy clerk or notary taking oath. Check the appropriate title box.
- p. If a notary is taking oath, insert his or her registration number.
- q. If a notary is taking oath, insert the date on which his or her commission expires.

DATA ELEMENTS 15-17 ON PAGE TWO OF THE FORM ARE FOR THE USE OF THE CLERK OF COURT AND ARE NOT COMPLETED ONLINE.

- r. Date and time instrument was admitted to record.
- s. Name of clerk of court, or signature of clerk if he or she recorded the instrument.
- t. Signature of deputy clerk that recorded the instrument, if applicable.