

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. All of page one prepared by the claimant. Data elements 1-2 and 13-20 on page two prepared by the claimant.
 - b. Signatures are not entered online.
 - c. Data Elements 3-12 on page two are completed by a clerk, deputy clerk or notary.
 - d. Data Elements 21-23 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 § 43-7.

**MEMORANDUM FOR MECHANIC’S LIEN
CLAIMED BY SUBCONTRACTOR UNDER
VIRGINIA CODE § 43-7**

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

2 ADDRESS **3** TELEPHONE NUMBER

4 TAX MAP REFERENCE NUMBER OR **4** PARCEL IDENTIFICATION NUMBER

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

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

..... **7** NAME OF GENERAL CONTRACTOR (if any)

..... **8** NAME OF CLAIMANT

..... **9** ADDRESS OF CLAIMANT

1. Type of materials or services furnished: **10**
.....
.....
.....

2. Amount claimed: \$ **11**

3. Type of structure on which work done or materials furnished: **12**
.....
.....

4. Brief description and location of real property: **13**
.....
.....

5. Date from which interest on the above account is claimed: **14**

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 general contractor, if any.
8. Name of the subcontractor/claimant of the mechanic’s lien.
9. Address of the subcontractor/claimant of the mechanic’s lien.
10. Describe the materials or services furnished for the property.
11. Insert amount claimed.
12. Describe the structure located on the referenced property for which the materials were furnished or on which the work was performed.
13. Provide a brief description and location of the property on which the lien is to be placed.
14. Date from which interest is claimed.

DATA ELEMENTS, page 2

1. Date signed by claimant.
2. Signature of claimant.
3. Locality in which the affidavit is being executed.
4. Name of clerk, deputy clerk or notary executing the affidavit.
5. Name of claimant making oath.
6. Name of agent of claimant who is making oath for claimant, if applicable.
7. Name of owner.
8. Amount of claim.
9. Date oath taken.
10. Signature of clerk, deputy clerk or notary taking oath. Check the appropriate title box.
11. If a notary is taking oath, insert his or her registration number.
12. If a notary is taking the oath, insert the date on which his or her commission expires.
13. Name of owner of property.
14. Name of general contractor who has failed to pay the claimant.
15. Amount owed to subcontractor expressed in words and numbers.
16. Date from which interest on the amount began.
17. Description of structure upon which work was done.
18. Locality in which structure is located.
19. Date on which notice is being provided.
20. Signature of subcontractor.
21. Date and time instrument was admitted to record.
22. Name of clerk of court, or signature of clerk if he or she recorded the instrument.
23. Signature of deputy clerk that recorded the instrument, if applicable.