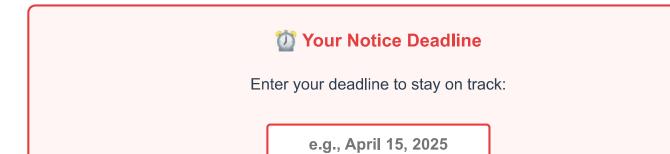
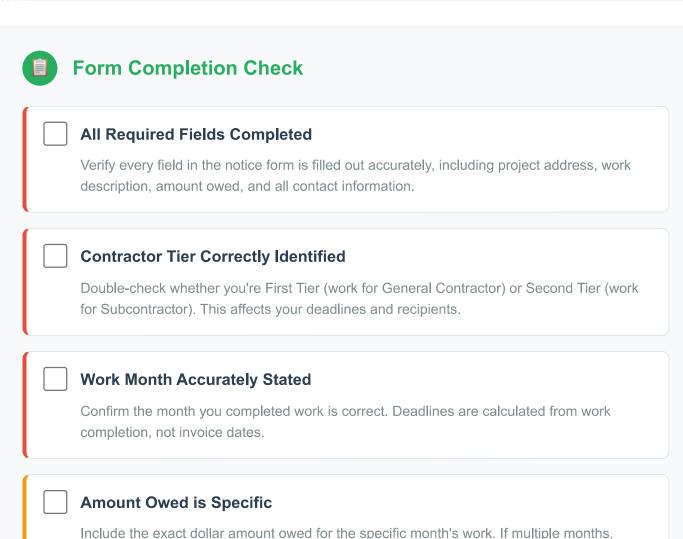
Pre-Submission Checklist

Ensure Your Texas Labor Lien Notice is Complete and Ready



Lolete



prepare separate notices.

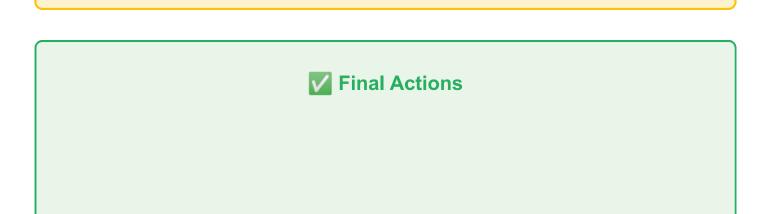
Property Ow	ner Information Verified	
	ve the correct property owner nam	e and mailing address. Check county
and complete. Required Recipie		d current mailing address are accurate Mailing Address
Property Owner	Owner's full name	Complete mailing address
General Contracto	GC company name	Business mailing address

Plan to send your notice at least 5 business days before the deadline to account for delivery time and potential issues.
Weekend/Holiday Extension Checked
If your deadline falls on a weekend or legal holiday, it extends to the next business day. Verify this in your calculations.
Calendar Reminder Set
Set a calendar reminder for your lien filing deadline (next month) in case payment isn't received after sending this notice.
Delivery Preparation
Certified Mail Supplies Ready
Have certified mail forms, return receipt cards, and proper postage ready. You need separate certified mailings for each recipient.
Envelopes Properly Addressed
Double-check that envelopes are correctly addressed to each recipient with complete, accurate mailing addresses.
Copies Made for Records
Make copies of the signed notice for your records before mailing. Keep copies with all delivery documentation.
Return Receipt Requested

Work Documentation Organized Gather photos, timesheets, invoices, and other documentation of the work performed and amounts owed.
Contract/Agreement Copies Ready Have copies of your work agreement, purchase orders, or other contract documents readily available.
Communication Records Saved Organize emails, texts, or other communications about the unpaid work and payment requests.
Filing System Prepared Set up a filing system to track this notice, delivery confirmations, and any responses received.

1 Final Review Warning

Before mailing, verify ALL information one final time. Errors in names, addresses, amounts, or dates can invalidate your lien rights and eliminate your ability to collect payment through the lien process.



Sign and Date the Notice		
Sign the notice in ink and include today's date. Make sure your signature matches any business registration documents.		
Mail via Certified Mail		
Send to all required recipients via certified mail with return receipt requested. Keep all postal receipts and tracking numbers.		
Update Your Records		
Record the mailing date, certified mail numbers, and recipient information in your project tracking system.		
Print This Checklist		
☐ View Next Steps After Mailing		