

# Pre-Submission Checklist

Ensure Your Texas Labor Lien Notice is Complete and Ready



## Your Notice Deadline

Enter your deadline to stay on track:

e.g., April 15, 2025

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## Form Completion Check

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### All Required Fields Completed

Verify every field in the notice form is filled out accurately, including project address, work description, amount owed, and all contact information.

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### Contractor Tier Correctly Identified

Double-check whether you're First Tier (work for General Contractor) or Second Tier (work for Subcontractor). This affects your deadlines and recipients.

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### Work Month Accurately Stated

Confirm the month you completed work is correct. Deadlines are calculated from work completion, not invoice dates.

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### Amount Owed is Specific

Include the exact dollar amount owed for the specific month's work. If multiple months, prepare separate notices.



### Project Type Selected (Commercial/Residential)

Verify whether the project is commercial or residential, as this affects your deadline calculations.



## Recipient Information



### Property Owner Information Verified

Confirm you have the correct property owner name and mailing address. Check county records if uncertain.



### General Contractor Information Complete

Verify the General Contractor's business name and current mailing address are accurate and complete.

Required Recipient	Name/Company	Mailing Address
Property Owner	<input type="text" value="Owner's full name"/>	<input type="text" value="Complete mailing address"/>
General Contractor	<input type="text" value="GC company name"/>	<input type="text" value="Business mailing address"/>



## Timing and Deadlines



### Deadline Calculated Correctly

Confirm your notice deadline using the calculator worksheet. Remember: 15th of 3rd month (commercial) or 2nd month (residential) after work completion.



### Sending Before Deadline

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**

Ensure you've requested return receipts for all certified mailings to prove delivery was completed.



## Documentation and Records



### 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.



### 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.



### Final Actions



## 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**