

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

..... Circuit Court

.....  
ADDRESS

.....  
TELEPHONE NUMBER

.....  
TAX MAP REFERENCE NUMBER

or

.....  
PARCEL IDENTIFICATION NUMBER

.....  
NAME OF OWNER

.....  
NAME OF CLAIMANT

.....  
ADDRESS OF OWNER

.....  
ADDRESS OF CLAIMANT

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

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

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

.....  
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:

.....

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

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

.....

4. Brief description and location of real property:

.....

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

It is the intent of the claimant to claim the benefit of a lien.

..... DATE ..... SIGNATURE OF CLAIMANT .....

**AFFIDAVIT**

State of Virginia,

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

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

....., claimant, or ....., agent

for claimant, this day made oath before me in my county (or city) aforesaid that

....., is justly indebted to claimant in

the sum of \$..... dollars, for the consideration stated in the foregoing memorandum, and that

the same is payable as therein stated.

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

.....  
[ ] CLERK [ ] DEPUTY CLERK [ ] NOTARY  
Registration No. .... My commission expires .....

**NOTICE**

To....., owner.

You are hereby notified that ..... general contractor, is indebted to me in the sum of  
..... dollars (\$.....) with interest thereon from the ..... day of .....

20 ....., for work done (or materials furnished, as the case may be,) in and about the construction (or removal, etc.) of a

..... (describe structure, whether dwelling, store or etc.,) which he has contracted to

construct (or remove, etc.,) for you or on property owned by you in the county or city of ....., and

that I have duly recorded a mechanic's lien for the same.

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

.....  
SIGNATURE OF SUBCONTRACTOR

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

....., Clerk by ....., Deputy Clerk