

RESIDENTIAL NOTICE LETTER TO OWNER

NOTICE SENT TO:

PROPERTY OWNER (Name & Address)

Services, labor, materials, equipment and/or work provided by or to be provided by the Original Contractor (“**SERVICES**”):

NOTICE SENT BY:

ORIGINAL CONTRACTOR (Name & Address)

SERVICES were or will be supplied in the improvement and/or construction of real property described as follows (the “**PROPERTY**”):

AMOUNT OF CONTRACT:

\$ _____

**THIS IS NOT A LIEN. THIS IS A PRELIMINARY NOTICE SENT TO PROVIDE
YOU WITH INFORMATION ABOUT TEXAS LIEN LAWS**

If a subcontractor or supplier who furnishes materials or performs labor for construction of improvements on your property is not paid, your property may be subject to a lien for the unpaid amount if:

(1) after receiving notice of the unpaid claim from the claimant you fail to withhold payment to your contractor that is sufficient to cover the unpaid claim until the dispute is resolved; or

(2) during construction and for 30 days after completion of construction, you fail to retain 10 percent of the contract price or 10 percent of the value of the work performed by your contractor.

If you have complied with the law regarding the 10 percent retainage and you have withheld payment to the contractor sufficient to cover any written notice of claim and have paid that amount, if any, to the claimant, any lien claim filed on your property by a subcontractor or supplier, other than a person who contracted directly with you, will not be a valid lien on your property. In addition, except for the required 10 percent retainage, you are not liable to a subcontractor or supplier for any amount paid to your contractor before you received written notice of the claim.

Signed this ____ day
of _____, 20____.

Agent for
ORIGINAL CONTRACTOR

Signed by: _____
Title: _____

PROOF OF SERVICE AFFIDAVIT

I, _____, being duly sworn, deposes and says that I am over the age of 18 years old, that this affidavit is made upon my own personal knowledge, and that on the _____ day of _____, 20____, I served the attached Residential Notice to Owner to the following parties at these stated addresses:

[] Property Owner

[] _____

I served the attached document:

 By personally delivering the notice to the identified parties;

☐ By First Class Certified or Registered Mail service, return receipt requested, postage prepaid.

State of _____
County of _____

Sworn to and subscribed before me, undersigned Notary Public, on the date inscribed to the right of this verification.

Notary Public

Signed this _____ day
of _____, 20_____.

Signed by: _____ Agent for Original Contractor

Title: _____