

NOTICE OF CONTRACTUAL RETAINAGE

PARTY SENDING NOTICE (Name & Address)

Property where improvements and/or construction is being performed by the Party Sending Notice is described as follows (the "**PROPERTY**"):
(Municipal Address)

PROPERTY OWNER (Name & Address)

DESCRIPTION OF IMPROVEMENT
This project involves the construction of the following described improvement:

ORIGINAL CONTRACTOR (Name & Address)

Description of labor and/or materials to be furnished by the Party Sending Notice (**Services**):

HIRING CONTRACTOR (Name & Address)

Retainage Provided For in Contract (**Retainage**):

\$ _____

NOTICE IS HEREBY PROVIDED to you that the above-identified Party Sending Notice has a contract with the Hiring Contractor to provide the above-identified Services on the above-described project. The Party Sending Notice's contract provides for retainage of ten percent of the contract amount, or an estimated total retainage above-identified as Retainage. The retainage will be withheld from each monthly pay application and paid to the Party Sending Notice at the completion of the entire project.

This notice is sent pursuant to Texas Property Code § 53.057, and we request that you withhold the retainage owed to the general contractor pursuant to the requirements of this statute.

Signed this ____ day
of _____, 20 ____.

Agent for
Party Providing Notice
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 Notice of Contractual Retainage 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.

Signed this ____ day
of _____, 20____.

Agent for Party Providing Notice
Signed by: _____
Title: _____