

SECOND MONTH NOTICE

PARTY SENDING NOTICE (Name & Address)

ORIGINAL CONTRACTOR (Name & Address)

HIRING CONTRACTOR (Name & Address)

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

DESCRIPTION OF IMPROVEMENT

This project involves the construction of the following described improvement:

Amount Currently Owed

Amount Currently Unpaid: \$ _____

Month(s) Work Performed:

For all work that has not been paid, list the month(s) when that work was performed at the Property:

Description of work performed by the Party Sending Notice, or _____ Invoice Attached identifying work (**Services**):

THIS IS NOT A LIEN. NOTICE IS HEREBY PROVIDED to you that the above-identified Party Sending Notice has performed the above-described Services during the above-listed Month(s) Work Performed. This work was performed in connection with the above-referenced Description of Improvement, and performed upon the above-identified Property. The above-identified Amount Currently Owed is currently unpaid and owing for such work, including any agreed retainage.

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 Second Month Notice to the following parties at these stated addresses:

Original Contractor

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: _____