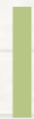


TEXAS LIEN CLAIMS
TEXAS BOND CLAIMS
TEXAS COLLECTIONS

T. R. Richey Law Firm, PC
7015 Snider Plaza, Suite 203
Dallas, Texas 75205
(214) 205-5838
trr@trricheylawfirm.com

TYPE OF PROJECT

PRIVATE
OWNER



SOURCE OF RULES

TEXAS
PROPERTY CODE

PUBLIC
WORK



SOURCE OF RULES

TEXAS
GOVERNMENT
CODE

OWNER IS CUSTOMER

Contract
Complete
(Last Month on
Job)

September 15
File
Lien Affidavit

MAY

JUNE

JULY

AUGUST

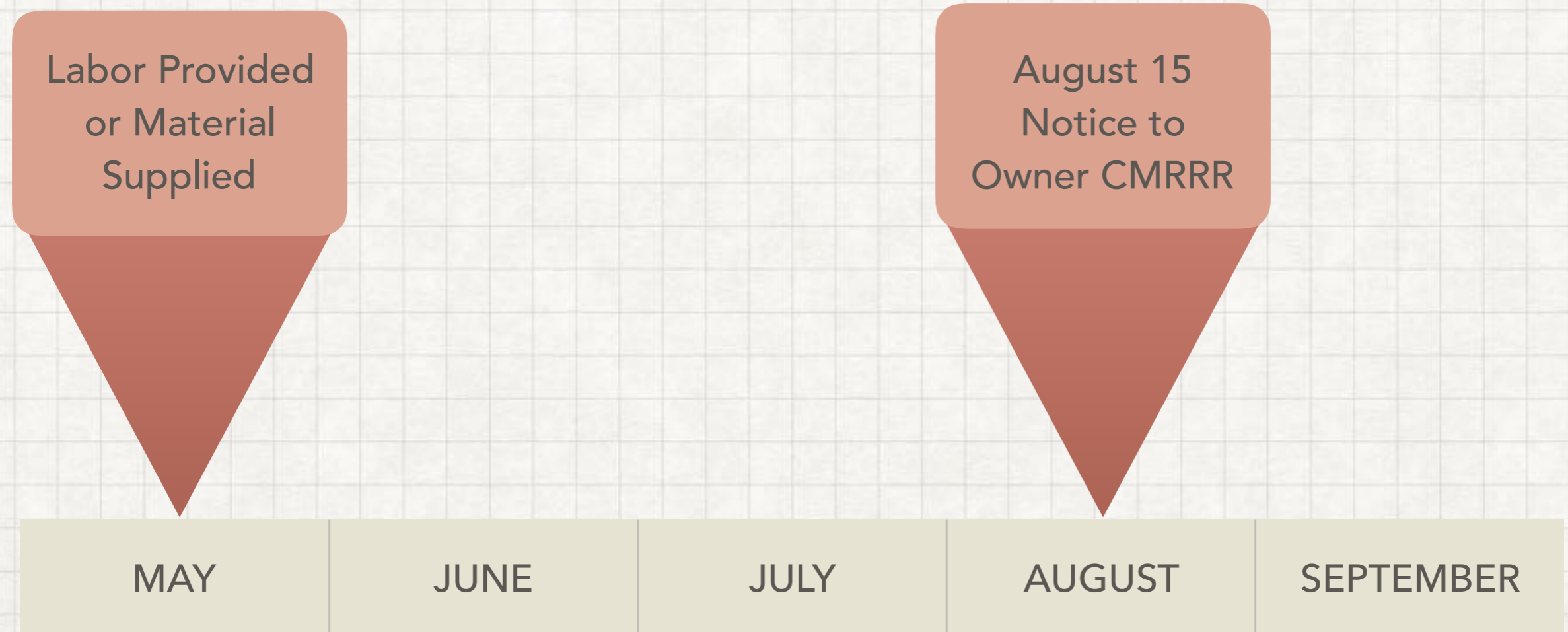
SEPTEMBER

ALL CLAIMANTS

SEND COPY OF AFFIDAVIT
NO LATER THAN FIVE DAYS
AFTER AFFIDAVIT IS FILED

GC IS CUSTOMER

STEP 1: SEND NOTICE LETTER



ABC Subcontractor Inc.
123 Main Street
Anytown, Texas 00000

Telephone (123) 456-7890

April _____, 2019

Via Certified Mail Return Receipt Requested

Article 1234 5678 9012 3456 7890

Mr. Project Owner
123 Oak Lane
Anytown, Texas 00000

**RE: Name of Project
Address
Anytown, Texas**

Ladies and Gentlemen:

\$25,000.00 is owed ABC Subcontractor Inc. ("ABC") for labor and material furnished the referenced project/property per an agreement or a contract with Mr. General Contractor.

If this claim remains unpaid you may be personally liable and your property subjected to a lien unless you withhold payment from the original contractor for payment of this claim or this claim is otherwise paid or settled.

This claim has accrued under *Texas Property Code Section 53.053* or is past-due according to an agreement between parties.

ABC demands you, as owner of the project/property, remit \$25,000.00 to ABC.

ABC sends this notice to comply with *Texas Property Code Section 53.057*. If you do not own the referenced project/property, quickly notify ABC.

Per *Texas Property Code Section 53.106* ABC requests a copy of any affidavit of completion of the project.

Per *Texas Property Code Section 53.107* please notify ABC, in writing, if the original contractor abandons the project or is terminated.

Enclosed is a mechanic/materialman lien ABC has filed with El Paso County against such project/property.

Contact me immediately to arrange for payment of this claim; otherwise, ABC will refer this matter to its attorney.

Mr. Project Owner
Mr. General Contractor
April ____, 2019
Page 2

ABC Subcontractor Inc.

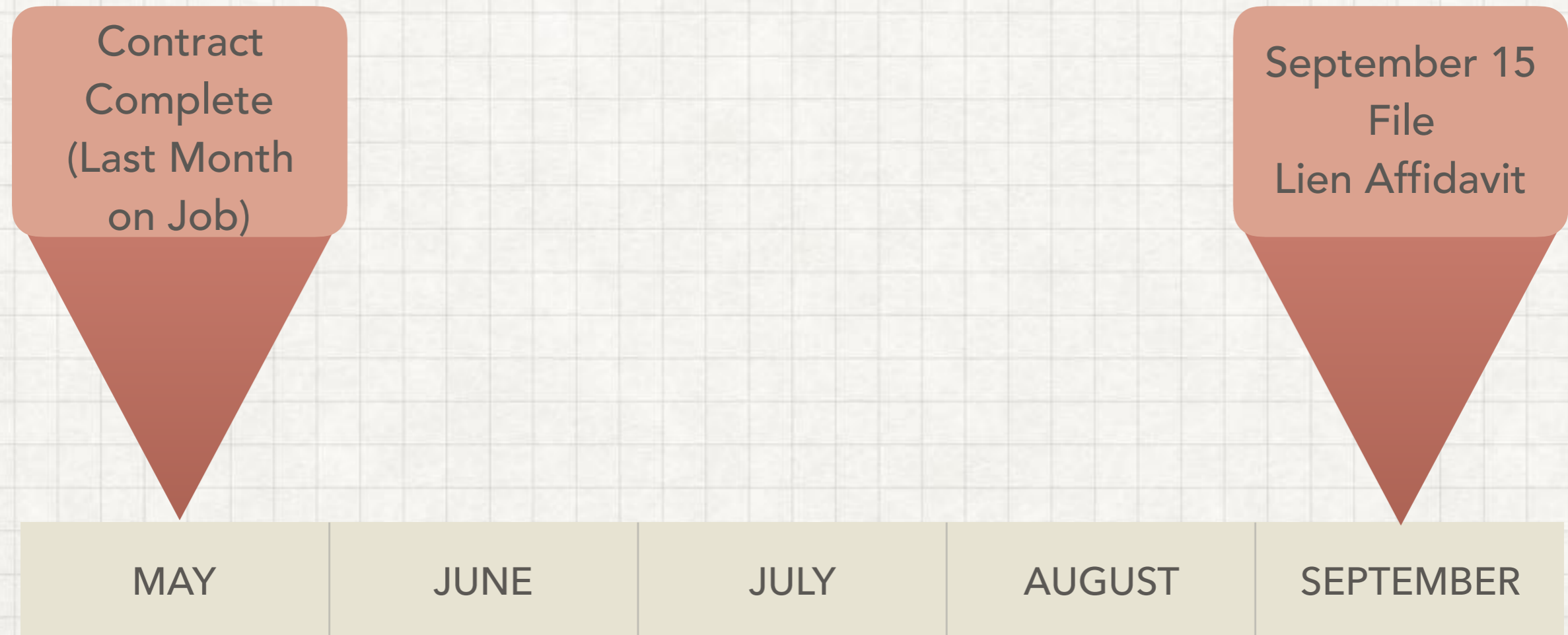
By: _____
John Doe, President

Enclosure

cc: *Via Certified Mail Return Receipt Requested*
Article 1234 5678 9012 3456 7890
Mr. General Contractor
987 Main Street
Anytown, Texas 00000

GC IS CUSTOMER

STEP 2: FILE LIEN AFFIDAVIT



Lien Affidavit and Claim

"My name is Ragon Richey; I live in Dallas County, Texas. I'm Managing Member for Subcontractor, LLC ("Claimant"), which furnishes or provides labor and material in connection with construction jobs or construction projects.

"Claimant's mailing and physical address is 7015 Snider Plaza, Suite 203, Dallas, Texas 75205.

"Claimant furnished labor and material for or to real estate described below. Claimant makes this claim to assert a mechanic/materialman lien against property described below.

"I'm authorized to make this affidavit for Claimant. I'm competent to make this affidavit. I have personal knowledge of facts, which are true, stated herein.

"The amount of this claim is \$25,000.00; such amount is just, reasonable, and has not been paid. The claim represents a reasonable value for labor and material provided after allowing extra charges, if any, and offsets, if any.

"Owner of real estate described below is Mr. Project Owner, 123 Oak Lane, Anytown, Texas 00000.

"Property charged with this lien is the real estate (real property), together with improvements thereon, located at 3233 Maple Avenue in Fort Worth, Tarrant County, Texas called or known as *The Maple Avenue Hot Spot and Place to Be* and additionally described as ...

Legal Description of the Property;
Additional Legal Description; and
Perhaps a Little More Legal Information.

"Original contractor for the project or property in issue is Mr. General Contractor, 987 Main Street, Anytown, Texas 00000.

"For the project or property in issue Claimant furnished labor and material, generally described as HVAC work, to Mr. General Contractor.

"The months in which Claimant provided labor and material for which Claimant demands payment are January and February 2019.

"By certified mail, return receipt requested, on April 15, 2019 Claimant sent, via certified mail return receipt requested, notice of this claim to the owner of the project or property in issue.

"By certified mail, return receipt requested, Claimant sends this lien affidavit to both Mr. Project Owner and Mr. General Contractor at their respective, last-known addresses, which are reflected above."

Subcontractor, LLC

By: _____
Ragon Richey, Managing Member

Jurat

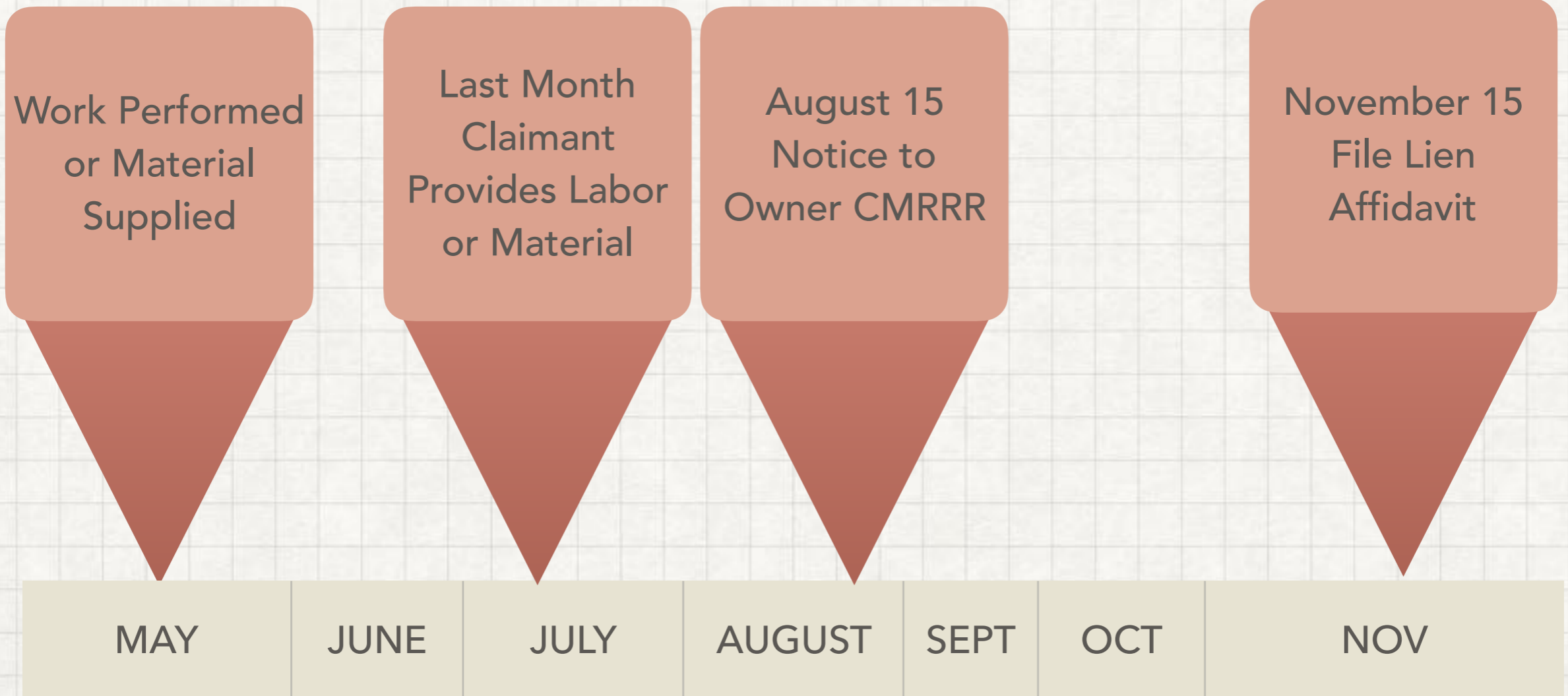
Subscribed and sworn to before me, the undersigned Notary Public, by Ragon Richey, whom I know personally as the human being who has physically appeared before me this _____ day of May 2019 and signed this, the preceding *Lien Affidavit and Claim*, in his capacity as Managing Member for Subcontractor, LLC.

By my seal of office below and by my signature below I officially certify Mr. Richey's written statement.

[Notary Seal of Office]

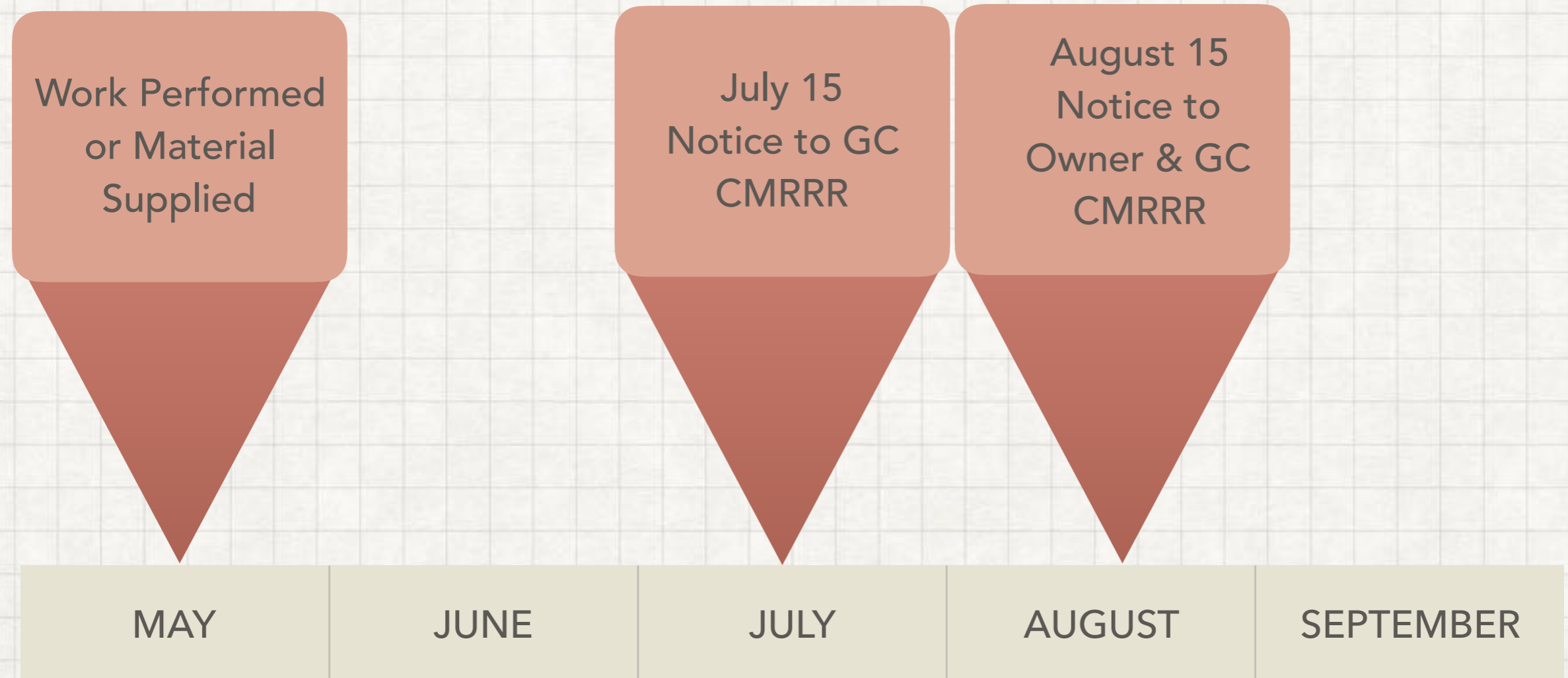
Notary Public in and for the State of Texas

COMBINE STEPS 1 & 2



SUB IS CUSTOMER

STEPS 1 & 2: SEND NOTICE LETTERS



SUB IS CUSTOMER

STEP 3: FILE LIEN AFFIDAVIT

Work Performed
or Material
Supplied

September 15
File Lien
Affidavit

MAY

JUNE

JULY

AUGUST

SEPTEMBER

TEXAS PROPERTY CODE
CHAPTER 53
CHANGES

- * NO 2-MONTH NOTICE
- * DEADLINES EXTENDED
- * NOTICE BY PRIVATE DELIVERY

- * S/L REDUCED TO 1 YEAR**
- * NO MORE NOTARY FOR
LIEN RELEASES/WAIVERS**

**CHANGES EFFECTIVE FOR
PRIME CONTRACTS ENTERED
JANUARY 1, 2022 FORWARD**

NOTICE REQUISITES

- * DATE OF NOTICE LETTER
- * PROJECT DESCRIPTION
- * CLAIMANT'S NAME, ADDRESS, & CONTACT
- * LABOR / MATERIALS PROVIDED

- * PARTY WITH WHOM YOU CONTRACTED
(IF NOT GC)
- * CLAIM AMOUNT/SUM YOU'RE OWED
 - * "MAGIC" LANGUAGE
- * BILLS/INVOICES MAY BE INCLUDED

NOTICE LETTER DELIVERY

- * HAND DELIVERY

- * CERTIFIED MAIL

- * ANY OTHER FORM OF TRACEABLE, PRIVATE DELIVERY OR MAILING SERVICE THAT CAN CONFIRM PROOF OF RECEIPT

GC IS CUSTOMER

SEND NOTICE LETTER TO SURETY

Work Performed
or Materials
Supplied

August 15
Sub's or 1st Tier
Supplier's
Notice to Surety

MAY

JUNE

JULY

AUGUST

SEPTEMBER

GOVERNMENT CODE BOND NOTICE

The undersigned . . .

Attached is a true and correct account . . .

The labor performed and materials furnished were pursuant to an agreement and contract . . .

There exists retainage of [\$____] applicable to this account . . .

[Name of Claimant] furnished labor and materials . . . during the month of [_____].

The amount claimed in the attached account is just and correct and lawful offsets, payments and credits known to the affiant have been allowed, and the balance of [\$____] remains due, owing and paid . . . which includes retainage in the amount of [\$____], which is due, owing and unpaid.

SUBSCRIBED AND SWORN TO . . .

T. R. Richey Subcontractors LLC
7015 Snider Plaza, Suite 203
Dallas, Texas 75205

Telephone (214) 613-6155

Fax (469) 804-4205

April _____, 2019

Via Certified Mail Return Receipt Requested
Article 1234 5678 9012 3456 7890
Bonding Company / Surety
Attention: Bond Claims
522 West High Street
Anytown, Any State 00000

Via Certified Mail Return Receipt Requested
Article 0000 0000 0000 0000 0000
Mr. General Contractor, Inc.
521 Rudman Road
Anytown, Texas 00000

RE:	Bond	000000000
	Principal	Mr. General Contractor, Inc.
	Obligee	El Paso ISD
	Public Work	Renovation of El Paso HS Cafeteria
	Amount	\$20,000.00
	Claimant	T. R. Richey Subcontractors LLC

Ladies and Gentlemen:

T.R. Richey Subcontractors LLC ("Richey") asserts and makes a \$20,000.00 claim against the referenced bond for public work labor and public work material provided for or to the referenced public work.

For or to such public work Richey furnished labor and material described, generally speaking, as the furnishing and erecting of structural steel. Richey provided labor and material to Mr. General Contractor, Inc. per a written agreement or a written contract.

Richey's sworn statement of account:

Before me, the undersigned Notary Public, physically appeared T.R. Richey, known personally by me as the human being whose signature appears below and, after being duly sworn by me, he did say ...

"My name is T.R. Richey. I'm the managing member of T.R. Richey Subcontractors LLC ("Richey"). I'm over 21 years of age. I'm authorized to make this affidavit. I have personal knowledge of facts, which are true and correct, recited or stated below. I'm of sound mind. I'm competent to make this affidavit.

"Richey has an outstanding, unpaid claim in the amount \$20,000.00 for labor and material provided Mr. General Contractor, Inc. for a public work known as *Renovation of El Paso High School Cafeteria*.

"The amount of Richey's outstanding, unpaid sum for which Richey asserts and makes this claim, \$20,000.00, is just and correct. Richey has allowed all just and all lawful offsets, payments, and credits known to Richey.

"Richey attaches or includes a statement reflecting such \$20,000.00 owed Richey on which Richey bases its or this payment bond claim."

T.R. Richey Subcontractors LLC

By: _____
T. R. Richey, Managing Member

Jurat

Subscribed and sworn-to before me, the undersigned Notary Public, by T.R. Richey in his capacity as managing member for T.R. Richey Subcontractors LLC on this _____ day of April 2019.

By my signature below and by my official seal of office below I certify Mr. Richey's preceding, written statement.

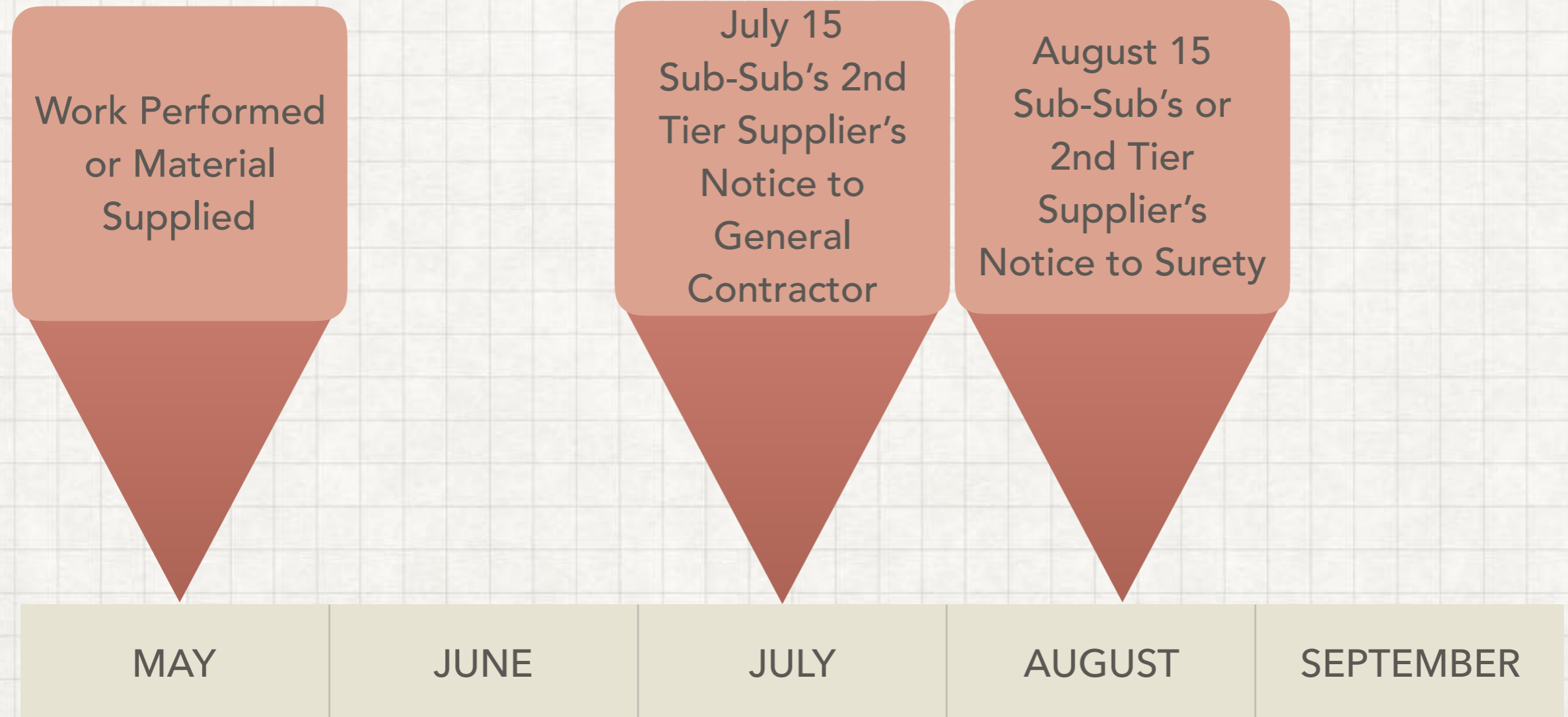
[Notary seal]

Notary Public in and for the State of Texas

Enclosure

SUB IS CUSTOMER

STEPS 1 & 2: SEND NOTICE LETTERS



Richey Material Supply House
7015 Snider Plaza, Suite 203
Dallas, Texas 75205

Telephone (214) 613-6155

Fax (469) 804-4205

April 15, 2019

Via Certified Mail Return Receipt Requested
Article 1234 5678 9012 3456 7890
Mr. General Contractor, Inc.
5816 Foxcroft Street
Anytown, Texas 00000

RE: University of Texas at El Paso Performance Center
El Paso, Texas

Ladies and Gentlemen:

Richey Material Supply House ("Richey") has supplied material for the referenced public work per agreement with The Subcontractor Bunch, Inc. ("Subcontractor Bunch").

Richey understands you are the original contractor for the public work and Richey's customer, Subcontractor Bunch, works under an agreement or a contract with you or another of your subcontractors. If Richey is mistaken, please advise immediately.

Subcontractor Bunch owes Richey \$10,000.00 for material supplied the public work in February 2019.

This letter does not, necessarily, reflect one's creditworthiness or financial wherewithal. This letter does not, necessarily, mean a sum is past-due.

Richey sends this notice to comply with *Texas Government Code §2253.047(c)* and so you have an opportunity to ensure payment to Richey of \$10,000.00. Thank you.

Richey Material Supply House

By: _____
Ragon Richey, Credit Manager

c: *Via Certified Mail Return Receipt Requested*
Article 0000 0000 0000 0000 0000
The Subcontractor Bunch, Inc.
4415 Shenandoah Street
Anytown, Texas 00000