

**NOTICE UNDER MECHANIC'S LIEN LAW  
FOR ACCOUNT OF PUBLIC IMPROVEMENT**

To \_\_\_\_\_ (name), \_\_\_\_\_  
(address) and \_\_\_\_\_ (name),  
\_\_\_\_\_ (address).

**PLEASE TAKE NOTICE**, that \_\_\_\_\_ (Lienor)  
residing at \_\_\_\_\_, being a corporation/limited liability company  
organized and existing under the laws of the State of \_\_\_\_\_ and whose  
business address is \_\_\_\_\_, and whose principal place of business  
is at \_\_\_\_\_, has and claims a lien for the principal and  
interest of the agreed price and value of the labor and material hereinafter mentioned upon the moneys of  
such municipal corporation applicable to the construction of the public improvement hereinafter  
mentioned, to the extent of the amount due or to become due in and on the contract with said municipal  
corporation hereinafter described, and hereby further states

(1) The name of the contractor or subcontractor for whom the labor was performed and materials  
furnished is: \_\_\_\_\_

(2) The amount due or to become due the lienor is \$ \_\_\_\_\_. The amount due  
the lienor is \$ \_\_\_\_\_. The amount to become due the lienor is \$ \_\_\_\_\_. The  
total amount claimed to be due or to become due for which this lien is filed is \$ \_\_\_\_\_ and  
the date when due is \_\_\_\_\_.

(3) A description of the public improvement upon which the labor was performed and materials  
expended is as follows:

\_\_\_\_\_  
\_\_\_\_\_

(4) The labor performed was

\_\_\_\_\_  
\_\_\_\_\_

The material furnished was

\_\_\_\_\_  
\_\_\_\_\_

(5) A general description of the contract pursuant to which such public improvement was  
constructed is as follows:

\_\_\_\_\_  
\_\_\_\_\_

(6) The labor and materials above specified were actually performed and furnished, and have  
been actually used in the execution of the contract aforementioned; and the materials actually  
manufactured for, but not delivered to, the improvement were actually so manufactured for use in the  
execution; of the said contract.

(7) Thirty days have not elapsed since the completion and acceptance of the construction of said  
public improvement.

(8) The statements and matters in paragraphs numbered 1-8 herein are alleged on information  
and belief.



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Affidavit of Service by Certified Mail

STATE OF NEW YORK, COUNTY OF SUFFOLK

The undersigned, being duly sworn, deposes and says that deponent is over the age of 18 years and on the        day of        ,        , the undersigned served the within Notice of Lien on

by depositing a true copy of same, enclosed in a certified mail, postpaid, properly addressed wrapper, in an official depository of the United States Postal Service in New York State.

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Sworn to before me on the        day of        201\_\_

\_\_\_\_\_  
Notary Public

### **TIPS FOR FILING A MECHANIC'S LIEN ON A PUBLIC PROJECT IN NEW YORK**

1. A mechanic's lien on a public project in New York must be filed within thirty (30) days of the day that the project is completed and accepted by the public entity in charge of the project.
2. The lien must be filed with the comptroller of the State or with the financial officer of the public corporation or other person charged with the custody and disbursements of the State or corporate funds applicable to the contract under which the claim is made (see Lien Law §12).
3. The lien should be served on all parties by certified mail return receipt requested and the affidavit of service should be filled out and filed with the lien.
4. For questions about filing mechanic's liens in New York or assistance with preparing and filing a lien contact Kushnick Pallaci PLLC at (631) 752-7100 or visit us on the web at [www.nyconstructionlaw.com](http://www.nyconstructionlaw.com)

*DISCLAIMER: This form is provided for informational purposes only. Use this form at your own risk. Kushnick Pallaci PLLC does not take any responsibility for your use of this form and no attorney-client relationship is created by the use of the form. As with any legal issue, you should consult with your own attorney prior to proceeding with a mechanic's lien.*