

**MEMORANDUM FOR MECHANIC'S LIEN  
CLAIMED BY SUBCONTRACTOR  
UNDER VIRGINIA CODE § 43-7**

Prince William County Circuit Court  
9311 Lee Avenue, Manassas, VA 20110  
(703)792-6035

\_\_\_\_\_ or \_\_\_\_\_  
TAX MAP REFERENCE NUMBER                      PARCEL IDENTIFICATION NUMBER

\_\_\_\_\_  
NAME OF OWNER

\_\_\_\_\_  
ADDRESS OF OWNER

\_\_\_\_\_  
NAME OF GENERAL CONTRACTOR (if any)

\_\_\_\_\_  
NAME OF CLAIMANT

\_\_\_\_\_  
ADDRESS OF CLAIMANT

1. Type of materials or services furnished:

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

2. Amount claimed: \$ \_\_\_\_\_

3. Type of structure on which work done or materials furnished: \_\_\_\_\_

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

4. Brief description and location of real property: \_\_\_\_\_

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

5. Date from which interest on the above account is claimed: \_\_\_\_\_

It is the intent of the claimant to claim the benefit of a lien.

\_\_\_\_\_  
DATE SIGNATURE OF CLAIMANT

**AFFIDAVIT**

COMMONWEALTH OF VIRGINIA

COUNTY/CITY OF \_\_\_\_\_, to-wit:

I, \_\_\_\_\_ of the county (or city) aforesaid, do certify that  
NOTARY OR OTHER OFFICER

\_\_\_\_\_, claimant, or \_\_\_\_\_, agent

for claimant, this day made oath before me in my county (or city) aforesaid that

\_\_\_\_\_, owner, is justly indebted to claimant in  
the sum of \$ \_\_\_\_\_ dollars, for the consideration stated in the foregoing memorandum, and that  
the same is payable as therein stated.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 CLERK    DEPUTY CLERK    NOTARY

Registration # \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**NOTICE**

To \_\_\_\_\_, owner.

You are hereby notified that \_\_\_\_\_ general subcontractor, is indebted to me in the sum of  
\_\_\_\_\_ dollars (\$ \_\_\_\_\_) with interest  
thereon from the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, for work done (or materials furnished, as the case may  
be,) in and about the construction (or removal, etc.) of a \_\_\_\_\_ (describe structure,  
whether dwelling, store or etc.) which he has contracted to construct (or remove, etc.) for you or on property owned by you  
in the county or city of \_\_\_\_\_, and that I have duly recorded a mechanic's lien for the same.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF SUBCONTRACTOR