

## CONSTRUCTION LIENS/CLAIM FOR LIENS

Pursuant to [sec. 779.06, Wis. Stats.](#), a Prime Contractor or Subcontractor Claim for Lien must have the following document attached when filed with the Clerk of Court's office:

A copy of the Prime Contractor or Subcontractor Notice of Intention to File Claim for Lien. This notice is given to the owner at least 30 days before filing the lien claim with the Clerk's office. This notice must be given under all circumstances and a copy of the notice must be attached to the claim for lien before it is accepted for filing. (Proof of service of the notice on the owner may also be attached to the Claim for Lien, but is not required.)

### **FORMS:**

Badger Office Supply, located at 120 W. Mifflin Street, Madison, WI 53703 with a phone number of (608) 256-5444, has many lien forms available for sale. Wisconsin Legal Blank Co. in Milwaukee is also a source for forms.

### **The Claim for Lien form must contain the following information:**

1. A statement of the contract or demand upon which it is founded. Typically, this is a statement that the claimant performed a certain type of work for the owner at the direction of the owner or the owner's agent.
2. The name of the person against whom the claim is made.
3. The name of the claimant and any assignee.
4. The last date on which the claimant performed any labor or furnished any materials on the job (within 6 months of filing the claim with the Clerk's office).
5. A legal description of the property against which the lien is claimed.
6. A statement of the amount claimed and other material facts.
7. The signature of the claimant or the claimant's attorney.

Note: A claim for lien will be accepted for filing if it appears on its face to meet the above requirements. The Clerk of Court's office cannot assist with legal advice and will not evaluate documents further for qualitative or substantive merit. Legal questions should be directed to an attorney.

### **Filing Claim for Lien:**

The completed Claim for Lien form and attached documentation should be filed with the Clerk of Court's Office, 2<sup>nd</sup> Floor, Sauk County Courthouse, Baraboo, WI. There is a \$5 filing fee.