

CONSTRUCTION LIENS/CLAIMS FOR LIENS

Pursuant to §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.)

Lien forms are available at:

Badger Office City
4716 Expo Drive
Manitowoc, WI 54220
684-3671

- has *Waiver of Lien* forms available in pads of 50

Office Max
4121 Calumet Avenue
Manitowoc, WI 54220
686-9400

- sells *Claim for Lien* packages

Wisconsin Legal Blank Co.
749 N. 37th Street
Milwaukee, WI 53208
(414)344-5155
wilegalblank.com
•sells all lien forms
(order form available from Clerk of Court office)

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 provide any legal advice or make any determinations as to substantive merit of a claim. Any legal questions should be directed to an attorney.

Filing a *Claim for Lien*:

The completed *Claim for Lien* form and attached documentation should be filed with the Clerk of Court at 1010 South Eighth Street, Room 105, Manitowoc, WI. **There is a \$5.00 filing fee.**



749 North 37th Street
Milwaukee, WI 53208
414.344.5155
414.344.0577 Fax

800.890.6890 in WI
800.787.7087 in WI Fax

**ORDER
FORM**

WISCONSIN LEGAL BLANK
PRINTING & FORMS

www.wilegalblank.com
steve@wilegalblank.com

CONSTRUCTION LIEN FORMS

**These State Bar Construction Lien Forms replace
the forms that were used for many years.**

QUANTITY	FORM
	769 – Notice of Lien Rights – Prime Contractor
	770 – Notice of Intention to File Claim for Lien – Prime Contractor
	771 – Claim for Lien – Prime Contractor
	772 – Subcontractor Identification Notice
	773 – Notice of Intention to File Claim for Lien – Subcontractor
	774 – Claim for Lien – Subcontractor
	775 – Private Payment Bond Demand
	776 – Public Demand for Payment
	777 – Claim for Lien Public Improvement
	778 – Claim for Lien Public Improvement – Prime Contractor Dispute of
	779 – Notice of Claim on Payment Bond for Public Project
	780 – Notice of Claim for Lien City of Milwaukee Public Improvement
	781 – Claim for Lien – Full Satisfaction of
	782 – Claim for Lien – Partial Satisfaction of
	783 – Waiver of Construction Lien (Full or Partial)
	784 – Waiver of Construction Lien
	1362 – Waiver of Lien (Pad of 100) [Current form still available]

“Construction Liens Made Easy” (by Atty. Richard W. Westring)

This valuable BOOK explains how to get a construction lien in easy-to-understand terms. The cost for this handy reference book is only \$28.95. (plus shipping & tax)

SHIP TO _____ ATTN _____ DATE _____
ADDRESS _____ P.O. _____
CITY _____ STATE _____ ZIP _____ PHONE _____

METHOD OF PAYMENT:

1. Wisconsin Legal Blank Account billing. Payment terms: Net 30 days. Invoice enclosed with order.
2. Personal accounts or new businesses may charge by using MasterCard, Visa & Discover Card until your Wisconsin Legal Blank Account is established (subject to credit approval). Check the appropriate box and complete the information.

☐ MasterCard ☐ VISA ☐ DISCOVER

Card Number: _____

Expiration Date: _____

Signature _____

(Required for credit card purchases)