

INSTRUCTION FOR FILING A MECHANIC'S LIEN

(FILING FEE \$5.00)

A Mechanic's Lien is effective for 6 months, unless a "Petition to Enforce a Mechanic's Lien" is filed, along with the appropriate filing fee.

The lien can be filed in the Circuit Court at least 60 days after the date the last work was completed on the property, must be at least 5 days prior to the intended date of closing if the property is being sold, and must be filed within 6 months after the indebtedness accrued.

The Claimant must provide the following items as part of the Mechanic's Lien Claim:

1. A photocopy of the file-stamped Notice of Rights and any renewal of Notice of Rights recorded with the Recorder of Deeds by or identifying Claimant;
2. The name and address of the person or entity which Claimant contracted with to perform work on the property;
3. A copy of the contract or contracts, purchase orders, proposals collectively referred to as agreements, and any agreed change orders or modifications to such agreements under which Claimant performed work on the property;
4. In the absence of any written agreements, a general description of the scope of work agreed to be performed by the Claimant on the property, and the basis for payment for such agreement;
5. All invoices submitted by the Claimant;
6. An accurate Statement of Account which shows all payments or credits against the amounts due the Claimant and the calculation for the amount claimed;
7. The last date that Claimant performed any work or labor upon, or provided any materials or equipment to the property;
8. A file stamped copy of his or her Notice of Rights to Claimant's Mechanic's Lien Statement, if and when filed with the Circuit Clerk under Section 429.080 RSMo.