|  |  |
| --- | --- |
| ­­Instrument Prepared By  And Recording Requested By |  |

*Space above this line for recorder’s use only*

**NOTICE OF CONTRACT**

STATE OF MASSACHUSETTS

COUNTY OF [COUNTY NAME]

Notice is hereby given that by virtue of a written contract dated [MM/DD/YYYY], between [CONTRACTOR NAME] [CONTRACTOR NAME] contractor (or subcontractor) and [SUBCONTRACTOR NAME] said [SUBCONTRACTOR NAME] is to furnish or has furnished labor or material, or both labor and material, or is to furnish or has furnished rental equipment, appliances or tools, or is to perform or has performed professional services, in the erection, alteration, repair or removal of a building, structure or other improvement of real property by [CONTRACTOR NAME], contractor, for [PROPERTY OWNER], owner, on a lot of land or other interest in real property described as follows: [LEGAL DESCRIPTION OF PROPERTY]

As of the date of this notice, an account of said contract is as follows:

1. Contract price $[CONTRACT PRICE]  
2. Agreed change orders $[AGREED CHANGE ORDERS]  
(indicate whether addition or subtraction)  
3. Pending change orders: $[PENDING CHANGE ORDERS]  
(indicate whether addition or subtraction)  
4. Disputed claims $[DISPUTED CLAIMS]  
(indicate whether addition or subtraction)  
5. Payments received $[PAYMENTS RECEIVED].

The regular mailing address of the party recording or filing this notice is as follows: [SUBCONTRACTOR ADDRESS]

**Subcontractor Signature:** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: [MM/DD/YYYY]

Subcontractor Printed Name: [SUBCONTRACTOR PRINTED NAME]

**PROOF OF SERVICE**

I, [SERVER NAME] (the “Server”), served a copy of the Mechanic’s Lien in the following manner:

Owner or Purported Owner Name: [RECIPIENT NAME] (the “Recipient”)

Address: [RECIPIENT ADDRESS]

Date of Service: [MM/DD/YYYY] Time: [HH:MM]  AM  PM

TheRecipient received the documents by: (check one)

- **Mail.** The Server sent the documents in the mail via: (check one)

Standard Mail

Certified Mail

FedEx

UPS

Other: [OTHER MAIL TYPE].

- **Direct Service.** The Server handed the documents to a person identified as the

Recipient.

- **Someone at the Residence/Workspace.** The Server handed the documents to

a person who identified as living/working at the residence/workspace and stated their name is: [RECIPIENT NAME].

- **Left at the Residence/Workspace.** The Server left the documents in the following

area: [DESCRIBE DROP-OFF LOCATION].

- **Recipient Rejected Delivery.** The Server delivered the documents to the Recipient

in person and the Recipient did not accept delivery.

- **Other:** [OTHER DELIVERY METHOD].

I declare under penalty of perjury under the laws located in this State that the foregoing is true and correct.

**Server’s Signature:** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: [MM/DD/YYYY]

Printed Name: [SERVER NAME]