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| ­­Instrument Prepared By  And Recording Requested By |  |

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

**WEST VIRGINIA NOTICE OF MECHANIC’S LIEN**

TO: [OWNER NAME]

Notice is hereby given, in accordance with the laws of the State of West Virginia, that the undersigned claims a lien to secure the payment of the sum of $[LIEN AMOUNT] upon your interest in and to lot number [LOT NUMBER] of block number [BLOCK NUMBER] as shown on the official map of the city of [CITY] (or with a description of: [DESCRIPTION OF PROPERTY]) and upon the following buildings, structures and improvements thereon: [LIST BUILDINGS, STRUCTURES, IMPROVEMENTS]

Given under my hand this [DAY] day of [MONTH], 20[LAST 2 DIGITS OF YEAR].

**Contractor Signature:** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Contractor Printed Name: [CONTRACTOR PRINTED NAME]

**NOTARY ACKNOWLEDGMENT**

State of West Virginia

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn, upon his oath says that the statements contained in the foregoing notice of lien are true, as he verily believes.

Taken, subscribed and sworn to before me this [DAY] day of [MONTH], 20[LAST 2 DIGITS OF YEAR].

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Notary Public**

(Official Capacity)

**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]