

**[NOTE LEGISLATIVE CHANGE: FOR CLAIMS OF UNPAID RETAINAGE UNDER PRIME CONTRACTS ENTERED INTO JANUARY 1, 2022, OR AFTER, USE THIS FORM. Any invoice or billing statement may be included with this notice.]**

**NOTICE OF CLAIM FOR UNPAID RETAINAGE (Private Projects)  
FOR 1<sup>st</sup> TIER AND 2nd TIER SUBS OR SUPPLIERS  
Texas Property Code § 53.057(a-2)**

---

[Claimant's Name]  
[Claimant's address/phone]

Via \*Certified Mail, Return Receipt Requested  
# [type/print number]  
[Owner Name]  
[Owner Address]

Via \*Certified Mail, Return Receipt Requested  
# [type/print number]  
[General Contractor Name]  
[General Contractor Address]

**NOTICE OF CLAIM FOR UNPAID RETAINAGE**

**WARNING: This notice is provided to preserve lien rights. Owner's property may be subject to a lien if sufficient funds are not withheld from future payments to the original contractor to cover this debt.**

Date: \_\_\_\_\_

Project description and/or address: \_\_\_\_\_

Claimant's name: \_\_\_\_\_

Type of labor or materials provided: \_\_\_\_\_

Original contractor's name: \_\_\_\_\_

Party with whom claimant contracted if different from original contractor: \_\_\_\_\_

Total retainage unpaid: \_\_\_\_\_

\_\_\_\_\_ (Claimant's contact person)

\_\_\_\_\_ (Claimant's address)"

cc: Via Certified Mail, Return Receipt Requested\*  
# \_\_\_\_\_  
Subcontractor name (if Claimant is a 2nd tier sub)  
Subcontractor Address

*[\*Notice may also be delivered in person to the party entitled to notice or their agent, or via any other form of traceable, private delivery or mailing service that can confirm proof of receipt (Texas Property Code §53.003)].*