

WHAT?	WHEN?	WHERE?	WHY?
File 'Notice of Preconstruction Services'	Within 20 days of when you first provided preconstruction services	State Construction Registry (SCR) http://www.dopl.utah.gov/licensing/forms/SCR_letter.pdf (with links) If project is not registered with SCR, request landowner to register project or register it yourself.	Failure to timely file = loss of preconstruction lien rights (you cannot record/file a Notice of Preconstruction Lien of claim a preconstruction lien).
Record 'Notice of Preconstruction Lien'	<u>Within 90 days of the earlier of</u> Completing your preconstruction services OR start of construction.	With county recorder(s) for county/counties where property is located. The amount claimed in Notice cannot exceed the reasonable value of the services provided and cannot include collection costs, interest or attorneys' fees.	Failure to timely file/record = loss of preconstruction lien rights
Mail copy of 'Notice of Preconstruction Lien' to Landowner	Within 30 days of recording 'Notice of Preconstruction Lien'	Via Certified Mail	Failure to timely mail = loss of right to recover attorney fees in lien foreclosure lawsuit
File Lawsuit to Enforce Preconstruction Lien	Within 180 days of recording 'Notice of Preconstruction Lien'	District court for county where property is located.	Failure to timely file lawsuit = loss of preconstruction lien rights.
Record 'Cancellation of Preconstruction Lien'	If you have been paid in full, you must record a 'Cancellation of Preconstruction Lien' within 10 days of receiving a request from any person with an interest in the property.	With county recorder(s) for county/counties where property is located.	Failure to timely file/record = you may be required to pay owner actual damages or \$100 per day, whichever is greater.

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File 'Preliminary Notice'	Within 20 days of when you first provided construction services. (See "Why?" for consequences filing more than 20 days after first services.)	State Construction Registry (SCR) http://www.dopl.utah.gov/licensing/forms/SCR_letter.pdf (with links) If project is not registered with SCR, request landowner to register project or register it yourself.	Failure to timely file = loss of construction lien rights as to all construction services provided six (6) or more days after you file 'Preliminary Notice.'
Record 'Notice of Construction Lien'	**Whichever is earlier:** 180 days of completing your construction services OR 90 days of when land owner files a 'Notice of Completion' of project with the SCR.	With county recorder(s) for county/counties where property is located. A 'Notice of Construction Lien' can encompass monies due for <u>pre</u> construction services and related amounts due. The amount claimed in Notice cannot exceed the reasonable value of the services provided and cannot include collection costs, interest or attorneys' fees.	Failure to timely file/record = loss of Construction lien rights.
Mail copy of 'Notice of Construction Lien' to Landowner	Within 30 days of recording 'Notice of Construction Lien.'	Via Certified Mail	Failure to timely mail = loss of right to recover attorney fees in lien foreclosure lawsuit.
File Lawsuit to Enforce Construction Lien	Within 180 days of recording 'Notice of Construction Lien.'	District court for county where property is located.	Failure to timely file lawsuit = loss of construction lien rights.
Record 'Cancellation of Construction Lien'	If you have been paid in full, you must record a 'Cancellation of Construction Lien' within 10 days of receiving a request from any person with an interest in the property.	With county recorder(s) for county/counties where property is located.	Failure to timely file/record = you may be required to pay owner actual damages or \$100 per day, whichever is greater.