

# THE OFFICE OF THE COUNTY CLERK COUNTY OF MONMOUTH

CHRISTINE GIORDANO HANLON  
MONMOUTH COUNTY CLERK



MARKET YARD  
P.O. BOX 1251  
FREEHOLD, N. J. 07728-1251  
732-431-7324

## Notice of Unpaid Balance & Right to File Lien

**Purpose:** To give notice of a potential claim against a residential property under the construction lien law

**Legal References:** NJSA 2A:44A-20, NJSA 46:26A-3(a)(4), NJSA 46:26A-7

### Requirements:

- A cover sheet (or electronic synopsis). The fill in cover sheet form is available at this link: <http://www.MonmouthCountyClerk.com/common-forms/>
- Name(s) of the claimant(s)
- Name(s) of the property owner(s)
- Date of notice
- Amount of work, services, material, or equipment provided
- Description of real property
- Signature(s) of the claimant(s)
- Claimant verification
- Signature(s) must be fully acknowledged
- Name(s) appear typed or printed beneath signature(s)

### Note:

- Notice must be filed within 60 calendar days after work was completed on residential property (1 to 3 family residence)
- The Construction Lien Law replaced the Mechanic's Lien Law
- New Jersey Statutory Law requires an original contract to have been in existence in order to file a Construction Lien Claim
- A Residential Claimant should file a report with the Arbitration Association.

### Fees

\$15.00	Flat Fee
\$5.00	Per Marginal Notation
\$20.00	Indexing Fee, if missing Cover Sheet