WEST VIRGINIA CODE: §38-2-11

Notice of Mechanic's Lien.

§38-2-11. Notice and recordation of lien for supplies furnished to contractor or subcontractor.

For the purpose of perfecting and preserving his or her lien, every materialman or furnisher of machinery or other necessary equipment who has furnished material, machinery or equipment under a contract with any contractor or with any subcontractor, as set forth in section four of this article, within one hundred days after he or she has ceased to furnish the material or machinery or other equipment shall give to the owner or his or her authorized agent, by any of the methods provided by law for the service of a legal notice or summons, a notice of the lien. The notice will be sufficient if in form and effect as follows:

November 24, 2025 Page 1 of 2 §38-2-11
My commission expires
Taken, subscribed and sworn to before me this day of, 20
County of, being first duly sworn, upon his oath says that the statements in the foregoing notice of lien contained are true, as he verily believes.
State of West Virginia,
You are further notified that the undersigned has not been paid the sum of \$
(Here insert itemized account.)
You will please take notice that the undersigned
То

(Official Capacity)

The lien shall be discharged and avoided unless, within one hundred days after the materialman or other furnisher of machinery or other necessary equipment ceased to furnish the materials or machinery or other equipment, he or she recorded in the office of the clerk of the county commission of the county wherein the property is situate a notice of the lien. The notice shall be sufficient if in form and effect as that provided in section eight of this article. The recorded notice need not include the itemized account.