WEST VIRGINIA CODE: §38-2-13

Notice of Mechanic's Lien.

§38-2-13. Notice and recordation of lien of mechanic or laborer working for contractor or subcontractor.

For the purpose of perfecting and preserving his or her lien, every workman, artisan, mechanic, laborer or other person who has performed any work or labor upon the building or improvement thereto, under a contract with any general contractor or with any subcontractor, as set forth in section six of this article, 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 within one hundred days after he or she ceased to perform any work or labor a notice of the lien. The notice shall be sufficient, if in form and effect as follows:

September 3, 2025 Page 1 of 2	§38-2-13
My commission expires	
Taken, subscribed and sworn to before me this	day of 20
County of, being first duly sworn, upon his foregoing notice of mechanic's lien contained are true	•
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 has p contract with	or with you (or who was subcontractor ou) in the erection and construction (or se may be) of a certain building (or as (here insert an adequate and ged) and that the work and labor was
То	

(Official Capacity)

The lien shall be discharged unless the workman, artisan, mechanic, laborer or other person shall record in the office of the clerk of the county commission wherein the property is situate, within one hundred days after he or she ceased to do work or perform labor upon the building or improvement thereto, 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.