

WASHINGTON PUBLIC WORKS CLAIMS CHECKLIST

TO DO	CONSIDER
1. Client's name:	Call Secretary of State: (360) 753-7115; www.secstate.wa.gov/ Call Dept. of Labor & Industries: (360) 902-5226 (for other than electrical contractors); (360) 902-5269 (for electrical contractors). Review RCW 18.27.080. www.lni.wa.gov/
2. Name of person/entity that employed claimant:	See 1 above. Also review contracts, purchase orders, invoices, credit applications, and payments.
3. Name of public body which let contract:	See 1 above. Also review payment bond and performance bond information.
4. All names confirmed with: Secretary of State <input type="checkbox"/> Dept. of Labor & Industries <input type="checkbox"/>	Is the information the same?
5. Client provided: Labor <input type="checkbox"/> Equipment <input type="checkbox"/> Materials <input type="checkbox"/> Professional Services <input type="checkbox"/> (Engineer/Architect)	
6. Breakdown of balance owed Claimant: \$ _____ for labor \$ _____ for materials \$ _____ for equipment \$ _____ for professional services \$ _____ for sales tax \$ _____ total* *Is Claimant entitled to interest higher than the legal rate of 12%? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, what is the basis of higher interest rate? Contract right _____ Other _____ If other, please explain:	

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7. Date of Claimant's bid/contract: Date Claimant started work:	
8. Date Claimant ceased performing work (last day of substantial, original work):	This information must be in each claim.
9. Preclaim Notice of Retainage Lien Claim sent: No <input type="checkbox"/> Yes <input type="checkbox"/>	See 10 below.
10. Date of mailing or serving preclaim Notice of Retainage Lien:	Review RCW 60.28.015. This notice must be provided by material or rental equipment suppliers who furnish to one other than the prime contractor, and relates back 60 days from date sent. Must be sent by certified or registered mail or by personal service with written evidence of service.
11. Date of mailing or serving preclaim Notice of Right to Payment Bond Claim: Receipt:	Review RCW 39.08.065. This notice must be provided by material and rental equipment suppliers furnishing to one other than the prime contractor and must be provided within 10 days after the <u>first</u> delivery of materials or rental equipment. Notice should be sent by certified or registered mail or by personal service with written evidence of service.
12. Date of project completion:	Review RCW 60.28.011(2). Completion of the project does <u>not</u> mean an acceptance of the prime contractor's work. Completion and acceptance can occur at different times.
13. Date project is accepted by the public body:	Review RCW 39.08.030. Watch out for early acceptance of the portion of the prime contractor's work that includes the claimant's work.
14. Date notice of retainage lien claim served on public body:	<u>Must</u> be served within 45 days after the completion of the contract between the public body and the prime contractor. Service should be by certified or registered mail or by personal service with written evidence of service.

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15. Date notice of payment bond claim on public body:	<u>Must</u> be served within 30 days after public body accepts the work of the improvement. <u>Watch out</u> for early acceptance of the portion of the prime contractor's work that includes the claimant's work. Service should be by certified or registered mail or by personal service with written evidence of service.
16. 30 days after service of payment bond claim:	Right to attorney fees matures under RCW 39.08.030. Bring suit on payment bond claim and to foreclose retainage lien claim.
17. Date that is 4 months after service of notice of retainage lien claim:	This is the <u>last</u> day to either foreclose the retainage lien claim or re-serve it. Must file foreclosure action no later than 4 months and 45 days after completion of the contract between the public body and the prime contractor. <u>(Cannot re-serve claim at this point). In conjunction with foreclosing retainage lien claim, also bring suit on payment bond claim even though statute of limitations on payment bond claim may be three, four, or six years, or as set forth in payment bond.</u>