

WASHINGTON STATE RETAINAGE LIEN CLAIM SUMMARY

1. Pre-claim Notice

<u>When</u>	<u>Who</u>	<u>Action Required</u>
Within 60 days of first supplying materials or equipment. Relates back 60 days.	All subcontractors, and suppliers on Washington Public Works Projects and who are <u>not</u> contracting directly with the prime contractor.	Provide preclaim notice of payment bond claim to the prime contractor by certified mail.

2. The Claim

<u>When</u>	<u>Who</u>	<u>Action Required</u>
Within 45 days after completion* of the contract between the public body and the prime contractor.	All suppliers on Washington Public Works Projects.**	Notice of the Claim must be served via certified mail upon the public body that let the contract.

3. Post-Claim Notice

NONE

4. Action

<u>When</u>	<u>Who</u>	<u>Action Required</u>
Within four (4) months after serving the notice of retainage lien claim.	The retainage lien claimant.	File suit to foreclose the retainage lien claim.
Within four (4) months after serving the notice of retainage lien claim, <u>re-serve</u> the notice. Exception: <u>Must</u> file foreclosure action no later than 4 months and 45 days after completion.	All retainage lien claimants.	Re-serve notice of retainage lien claim on public body that let the contract. (File suit to foreclose the retainage lien claim before 4 months and 45 days after completion.)

* See the above notes concerning acceptance of the project by the public body.

** See “Summary of Steps to Perfect a Public Works Claim – Washington” for a discussion of who is a "subcontractor."