

## 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."