

Texas Government Code Chapter 2253 - Public Form #1 -
3RD MONTH NOTICE OF UNPAID BILLS

[Date]

TO: _____ (1)
_____ (2)

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

AND

_____ (3)
_____ (4)

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

RE: _____ (5)

We notify both of you that _____ (6) has a claim in the amount of _____ dollars (\$____) for labor performed and/or materials delivered during the month of _____, 20____, on the referenced project. The labor performed and/or materials furnished by us are generally described as follows: _____ (7). Such labor performed and/or materials were furnished to _____ (8) pursuant to the terms of a written contract [or] written purchase order, a copy of which is attached hereto [or] per an oral agreement with _____ (9). [If the agreement was oral, attach copies of invoices which identify the labor or materials and the location of the job where the labor or materials were performed or delivered.]

Attached hereto is our Sworn Statement of Account.

[If applicable, also add:] The above amount includes contractual retainage in the amount of \$_____ which is now due our firm [or] In addition to the above amount, the sum of \$_____ has been withheld from us, which amount is not yet due according to our contract with _____ (10).

This notice is sent in compliance with Texas Government Code Chapter 2253.

Dated this ____ day of _____, 20____.

_____ (11)

By: _____

STATE OF TEXAS :

SWORN STATEMENT OF ACCOUNT

COUNTY OF _____ :

Before me the undersigned authority on this day personally appeared _____, who, after being by me duly sworn did depose and say:

1. My name is _____; I am the _____ (12) and am authorized to make this affidavit;
2. _____ (13) has a claim in the amount of _____ dollars (\$____) for labor performed and/or materials delivered during the month of _____, 20____, for _____ (14).
3. The amount of this claim is just and correct, and all lawful offsets, payments and credits known to the undersigned claimant have been allowed.
4. The amount of any retainage applicable to the account on which the claim is made which have not yet

become due by virtue of the terms of the contract on which the above claim is made is \$_____.

5. The invoices or statements attached hereto are true and correct copies of the originals of same which were sent to _____ (15).

(16)

Subscribed and sworn to before me this ___ day of _____, 20___.

Notary Public in and for
The State of Texas

* * * * *

- (1) Bonding Company.
- (2) Bonding Company's Address.
- (3) Prime Contractor.
- (4) Prime Contractor's Address.
- (5) Name of Project.
- (6) Your Company.
- (7) General Description of Labor and Materials Provided.
- (8) Prime Contractor.
- (9) Prime Contractor.
- (10) Prime Contractor.
- (11) Your Company.
- (12) Title.
- (13) Your Company.
- (14) Prime Contractor
- (15) Prime Contractor.
- (16) Your Signature.