

Construction lien rights review checklist

General information to help you organise your paperwork. Not legal advice.

Investigate local rights alongside insolvency

Use this checklist to prepare a construction-law review when the contractor is in an insolvency proceeding. Do not assume the insolvency claim and a construction lien are the same process or that either automatically preserves the other.

Project location and legal property details: _____

Owner and public or private status: _____

Your contracting party and supply role: _____

Contract and amendment dates: _____

Proceeding type, estate or court file: _____

Known court orders or notices: _____

- ☐ Collect supply dates and evidence, completion certificates, termination or abandonment records and notice dates.
- ☐ Identify the amount related to the improvement, with credits and receipts reconciled.
- ☐ Separate unapproved extras, interest and other disputed additions.
- ☐ Identify any prior lien, discharge, settlement, guarantee or security documentation.
- ☐ Preserve all plausible event dates where facts conflict; do not choose the latest date by default.

A missing or disputed trigger date requires prompt review. A date in a trustee notice is not automatically the date that governs a local construction process.

Questions for the qualified reviewer

Question	Source / evidence	Confirmed action
Does this claimant and work qualify locally?	[definitions, project facts]	[enter]
Does a stay or order restrict action?	[proceeding and court order]	[enter]
What preserves any local right?	[form, office, service and timing]	[enter]
What later enforcement step is separate?	[procedure and verified date]	[enter]
How should receipts reduce overlapping claims?	[ledger and recovery allocation]	[enter]

Reviewer and jurisdiction: _____

Official source, provision and access date: _____

Confirmed deadlines and factual triggers: _____

Unresolved issue and immediate owner: _____

Use the Lien and Claim Deadline Tracker only for dates supplied after review. Quebec, public property and other special project circumstances require their own analysis.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.