

Construction lien rights review checklist

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

Preserve the facts while payment is delayed

Use this worksheet to prepare a jurisdiction-specific lien review while upstream payment is being discussed. It does not determine eligibility or calculate a deadline. Continuing negotiations, a promised payment or an information request must not be assumed to preserve a separate filing right.

Project location legal description and owner: _____

Private public federal or other project status: _____

Contracting chain and your role: _____

Services or materials supplied: _____

First and last relevant supply events with evidence: _____

Completion termination or abandonment information: _____

- ☐ Keep dated performance, delivery, invoice and change records.
- ☐ Record any certificate of completion or formal notice exactly as received.
- ☐ Identify whether the issue concerns land, a holdback or another remedy.
- ☐ Provide the whole subcontract and upstream-payment explanation to the reviewer.
- ☐ Keep possible trigger dates separate where the evidence conflicts.

Obtain separate filing and enforcement instructions

Review question	Source and project fact	Reviewer conclusion / date
Eligibility and applicable regime	[enter]	[ask your adviser]
Preservation step and trigger	[enter]	[ask your adviser]
Service requirements	[enter]	[ask your adviser]
Enforcement step and trigger	[enter]	[ask your adviser]
Exceptions or court order	[enter]	[ask your adviser]

- ☐ Have a qualified reviewer confirm the exact step recipient and method.
- ☐ Record the source effective version and any transition rule.
- ☐ Separate administrative reminder dates from legal deadlines.
- ☐ Retain filing and service evidence if a step is authorized.
- ☐ Do not overstate the amount or threaten a lien based only on an unpaid ledger.

Earliest uncertain date and urgent review owner: _____

Professional adviser and jurisdiction: _____

Confirmed next step and evidence required: _____

BC and NB links are limited statutory starting points, not a Canada-wide rule.

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.