KIT 01 · LIEN RADAR

Lien Radar

Never miss a lien, notice or last-furnishing deadline again.

10-MINUTE SETUP EXCEL OR GOOGLE SHEETS UPDATED OCT 2026

01 WHAT THIS KIT PROTECTS

A single missed preliminary notice or lien filing can wipe out your right to collect an entire project's receivable. Radar turns a 57-jurisdiction rule set into dated tasks on your calendar, with the statute citation attached.

02 WHAT THE AUTOMATION WATCHES

- Preliminary notice windows from first furnishing
- Monthly notice and lien filing deadlines
- Enforcement and acceleration dates after filing

03 YOUR FILES

Workbook	Playbook	Setup guide
Deadline calculator · Rules · Lists	This document — setup, ladder, emails	Deadline-365-Document-Pack.pdf

04 SET UP IN 10 MINUTES

1. Open the Lien Deadlines workbook and check that your jurisdiction is on the Lists tab.
2. Enter the project, jurisdiction, rule and trigger date on the Deadline calculator tab.
3. Read the deadline and the citation. Put the deadline on the project calendar.
4. In Deadline 365, connect the workbook and turn on Radar for this job.
5. Add the PM and the bookkeeper as recipients so two people see the reminder.

05 WHAT CHANGES

DAY ONE

Every open job gets a first-furnishing date.

WEEK ONE

Radar emails the 30-day deadline look-ahead.

MONTH ONE

Notice windows close with proof, not hope.

QUARTER ONE

You stop writing off receivables you could have secured.

> **Included with every Deadline 365 account.** Nine workbooks, eight playbooks and the verified 57-jurisdiction rule set. Free accounts run every check in the app and see every result; email sending and extra recipients are Radar and All 8 features.

06 THE RHYTHM

WHEN	WHAT YOU DO	WHAT THE AUTOMATION DOES
Daily 07:00	Read the Radar email	Scans every open job and sends anything due inside the warning window
Monday	Review the 30-day look-ahead	Lists every deadline in the next 30 days across all jobs
Day 1 of a job	Enter first furnishing date	Starts the notice clock for that job

07 THE LADDER

TRIGGER	ACTION	WHO
First furnishing	Log the date. The notice clock starts here.	Radar
Window minus 14 days	Notice prepared and sent; proof of delivery saved.	You
Window minus 7 days	Second reminder; escalate to the owner if no proof.	Radar
Window day	File or record the lien. Do not wait for a returned call.	You + counsel

08 THE EMAILS

Preliminary notice — {project}

Hi {name}, attached is the preliminary notice for {project}, covering materials and labor furnished from {date}. Please confirm receipt and forward it to the owner's designated agent. A copy is being sent by certified mail.

Radar reminder — {rule} due {date}

This is the Deadline 365 reminder for {project}: {rule} is due {date} under {cite}. Open the job to see the filing instructions and the document.

09 GUARDRAILS

- Radar is a deadline watch, not a law firm. Confirm the filing form and the signatory with counsel.
- A deadline is not met until you have proof of delivery or a stamped filing.
- If the trigger date changes, update the workbook the same day. The clock does not wait.

Your next step. Open Deadline-365-Document-Pack.pdf, connect this workbook on the Connect page, and turn on the Lien Radar check. Stuck? support@thermoneural.com answers in one business day.