

# REQUEST FOR NOTICE OF COMPLETION OR CESSATION

To: \_\_\_\_\_ (name of public entity)  
\_\_\_\_\_  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (city, state, zip)

Along with this **REQUEST FOR NOTICE OF COMPLETION OR CESSATION**, you have been served a **STOP NOTICE**, in accordance with California Civil Code sections 3185 and 3181, for the building, structure, or other work of improvement located at:

\_\_\_\_\_  
\_\_\_\_\_

This public work is being performed pursuant to Original Contract # \_\_\_\_\_, entered into between you and \_\_\_\_\_, the original or reputed original contractor for this improvement.

In accordance with California Civil Code section 3185, enclosed is the sum of **TWO DOLLARS (\$2.00)**, in the form of a check or money order, to cover the cost of notification of completion or cessation.

Please send a notice of completion or cessation to the undersigned.

Sincerely,

Date: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Name of firm)  
\_\_\_\_\_  
(Signature of claimant or agent)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Street or P.O. Box)  
\_\_\_\_\_  
(City, state, zip)  
\_\_\_\_\_  
(Telephone)

## PROOF OF SERVICE AFFIDAVIT

I, \_\_\_\_\_, declare that I served copies of the above **REQUEST FOR NOTICE OF COMPLETION OR CESSATION** by First Class Certified (Return Receipt Requested) or Registered Mail service, postage prepaid, on the Public Entity, at the addresses shown above, on \_\_\_\_\_, \_\_\_\_\_ (date).

I declare under penalty of perjury that the foregoing is true and correct.

Signed at \_\_\_\_\_, California, on \_\_\_\_\_, \_\_\_\_\_ (date).

\_\_\_\_\_  
(Signature of Person Making Service)