

PRIVATE WORKS NOTICE OF RECORDING OF NOTICE OF COMPLETION OR NOTICE OF CESSATION

(California Civil Code Sections 8100-8118, 8180- 8190)

From: _____

To: _____

Owner of Work of Improvement

Direct Contractor

Optional:
If there are multiple Preliminary Notice claimants, you may check box below and attach a list:

To: _____

See attached list of Preliminary Notice claimants, including names and addresses of each claimant.

Preliminary Notice Claimant (or attached list)

On _____ (date) a Notice of Completion (Civil Code §8182) or Notice of Cessation (Civil Code §8188) was recorded in the Office of the County Recorder of _____ County, in Book _____ of Official Records, Page No. _____, and/or as Instrument No. _____, affecting property located at:

or

Property Address

Property Legal Description (if available)

This notice is given pursuant to California Civil Code §8190 which states.

(a) An owner that records a notice of completion or cessation shall, within 10 days of the date the notice of completion or cessation is filed for record, give a copy of the notice to all of the following persons:

- (1) A direct contractor.
- (2) A claimant that has given the owner preliminary notice.
- (b) The copy of the notice shall be given in compliance with the requirements of Chapter 2 (commencing with §8190) of Title 1.
- (c) If the owner fails to give notice to a person as required by subdivision (a), the notice is ineffective to shorten the time within which that person may record a claim of lien under Sections 8412 and 8414. The ineffectiveness of the notice is the sole liability of the owner for failure to give notice to a person under subdivision (a).
- (d) For the purpose of this section, "owner" means a person who has an interest in real property, or the person's successor in interest on the date a notice of completion or notice of cessation is recorded, who causes a building, improvement, or structure, to be constructed, altered, or repaired on the property. If the property is owned by two or more persons as joint tenants or tenants in common, any one or more of the cotenants may be deemed to be the "owner" within the meaning of this section. However, this section does not apply to any of the following owners:
 - (1) A person that occupies the real property as a personal residence, if the dwelling contains four or fewer residential units.
 - (2) A person that has a security interest in the property.
 - (3) A person that obtains an interest in the property pursuant to a transfer described in subdivision (b), (c), or (d) of §1102.2.

PROOF OF SERVICE DECLARATION

I, _____, declare that I served copies of the above **NOTICE OF RECORDING OF NOTICE OF COMPLETION OR NOTICE OF CESSATION**, (check appropriate box):

- a. By personally delivering copies to _____ (name(s) and title(s) of person served) at _____ (address), on _____, _____ (date), at _____, _____m. (time)
- b. By Registered or Certified Mail, Express Mail or Overnight Delivery by an express service carrier, addressed to each of the parties at the address shown above on _____, _____ (date).
- c. By leaving the notice and mailing a copy in the manner provided in § 415.20 of the California Code of Civil Procedure for service of Summons and Complaint in a Civil Action.

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

Executed on _____, _____ (date), at _____ (City), _____ (State).

(Signature of Person Making Service)