

# PUBLIC WORKS NOTICE OF RECORDING OF NOTICE OF COMPLETION OR NOTICE OF CESSATION

(California Civil Code Sections 8100-8118, 9200- 9208)

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 §9204-9208) or Notice of Cessation (Civil Code §9202) 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 §§9202 & 9204 which state.

**9202.**

- (a) A public entity may record a notice of cessation if there has been a continuous cessation of labor for at least 30 days prior to the recordation that continues through the date of the recordation.  
(b) The notice shall be signed and verified by the public entity or its agent.  
(c) The notice shall comply with the requirements of Chapter 2 (commencing with Section 8100) of Title 1, and shall also include all of the following information:  
(1) The date on or about which the labor ceased.  
(2) A statement that the cessation has continued until the recordation of the notice.

**9204.**

- (a) A public entity may record a notice of completion on or within 15 days after the date of completion of a work of improvement.  
(b) The notice shall be signed and verified by the public entity or its agent.  
(c) The notice shall comply with the requirements of Chapter 2 (commencing with Section 8100) of Title 1, and shall also include the date of completion. An erroneous statement of the date of completion does not affect the effectiveness of the notice if the true date of completion is 15 days or less before the date of recordation of the notice.

## 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)