

NOTICE OF RECORDING OF NOTICE OF COMPLETION OR NOTICE OF CESSATION

(California Civil Code Section 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 §8190) or Notice of Cessation (Civil Code § 8190) 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 sent pursuant to California Civil Code Section 8190 which states:

- (a) The owner of a private work of improvement shall notify the original contractor, and any claimant other than the original contractor who has provided a preliminary 20-day notice in accordance with Section 3097, that a notice of completion or notice of cessation has been recorded. The notice shall be sent within 10 days after recordation of the notice of completion or notice of cessation. Notification shall be sent by registered or certified mail. Failure to give notice to a contractor or claimant within 10 days of recording the notice of completion or notice of cessation shall extend the period of time in which that contractor or claimant may file a mechanic's lien or stop notice to 90 days beyond the date that a notice of completion or notice of cessation has been recorded. The sole liability for failing to give notice shall be the extension of the period of time in which that contractor or claimant may file a mechanic's lien or stop notice.
- (b) For the purposes 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 cessation from labor is filed for record, 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, "owner" does not include a person who occupies the real property as a personal residence and the dwelling contains not more than four residential units, nor does it include a person who has a security interest in the property or obtains an interest pursuant to a transfer described in subdivision (b), (c), or (d) of Section 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 that the foregoing is true and correct.

Signed at _____ (city), California, on _____ (date).

(Signature of Person Making Service)