

REQUEST FOR NOTICE OF COMPLETION OR CESSATION

(For Public Works CA Civil Code § 9362)

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 PAYMENT NOTICE**, in accordance with California Civil Code sections 8044 and 9350 et seq., 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 direct contractor for this improvement.

In accordance with California Civil Code § 9362, enclosed is the sum of **TEN DOLLARS (\$10.00)**, 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: _____

(Signature of Claimant)

(Name of Firm)

(Title)

(Telephone)

(Street of PO Box)

(Contractor's License)

(City, State, Zip)

PROOF OF SERVICE DECLARATION

I, _____, declare that I served copies of the above **REQUEST FOR NOTICE OF COMPLETION OR 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 _____, California, on _____, _____ (date).

(Signature of Person Making Service)