

# CALIFORNIA PRELIMINARY NOTICE—PRIVATE WORKS

(Cal. Civil Code section 8200 et seq.)

## NOTICE TO PROPERTY OWNER

**EVEN THOUGH YOU HAVE PAID YOUR CONTRACTOR IN FULL, if the person or firm that has given you this notice is not paid in full for labor, service, equipment, or material provided or to be provided to your construction project, a lien may be placed on your property. Foreclosure of the lien may lead to loss of all or part of your property. You may wish to protect yourself against this by (1) requiring your contractor to provide a signed release by the person or firm that has given you this notice before making payment to your contractor, or (2) any other method that is appropriate under the circumstances.**

**This notice is required by law to be served by the undersigned as a statement of your legal rights. This notice is not intended to reflect upon the financial condition of the contractor or the person employed by you on the construction project.**

**If you record a notice of cessation or completion of your construction project, you must within 10 days after recording, send a copy of the notice of completion to your contractor and the person or firm that has given you this notice. The notice must be sent by registered or certified mail. Failure to send the notice will extend the deadline to record a claim of lien. You are not required to send the notice if you are a residential homeowner of a dwelling containing four or fewer units.**

Please take notice that Claimant

(name) \_\_\_\_\_  
(address) \_\_\_\_\_  
(relationship to the parties, eg. Direct Contractor, Subcontractor, Supplier, etc. \_\_\_\_\_  
\_\_\_\_\_

has furnished or will furnish the following labor, service, equipment or material:

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

to the work of improvement located at (description of the site sufficient for identification, including the street address of the site, if any):

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

The person or business to or for whom the work is provided is:

(name) \_\_\_\_\_  
(address) \_\_\_\_\_

This preliminary notice is being served on the following persons and businesses at the indicated addresses:

Owner or Reputed Owner  
(name) \_\_\_\_\_  
(address) \_\_\_\_\_

Direct Contractor or Reputed Direct Contractor  
(name) \_\_\_\_\_  
(address) \_\_\_\_\_

Construction Lender or Reputed Construction Lender  
(name) \_\_\_\_\_  
(address) \_\_\_\_\_

Estimated price of the labor, services, equipment or materials to be provided is \$ \_\_\_\_\_.

## PROOF OF SERVICE DECLARATION

(CA Civil Code §§ 8100-8118)

I, \_\_\_\_\_ declare that I served copies of the above California Preliminary Notice—Private Works

- by personally delivering copies to \_\_\_\_\_  
(name and title of person served) at \_\_\_\_\_  
(address) on \_\_\_\_\_ (date), at \_\_\_\_\_ (time).
- by first-class registered or certified mail, express mail, or overnight delivery, postage prepaid, addressed to each of the parties at the address shown above on \_\_\_\_\_ (date). Attached to this declaration is (attach one):
- Documentation provided by the United States Postal Service showing that payment was made to mail the notice using registered or certified mail, or express mail.
  - Documentation provided by an express service carrier showing that payment was made to send the notice using an overnight delivery service.
  - A return receipt, delivery confirmation, signature confirmation, tracking record, or other proof of delivery or attempted delivery provided by the United States Postal Service, or a photocopy of the record of delivery and receipt maintained by the United States Postal Service, showing the date of delivery and to whom delivered, or in the event of nondelivery, by the returned envelope itself.
  - A tracking record or other documentation provided by an express service carrier showing delivery or attempted delivery of the notice.
- by leaving the notice and mailing a copy in the manner provided in Section 415.20 of the Code of Civil Procedure for service of summons and complaint in a civil action, on \_\_\_\_\_ (date).

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

Signature: \_\_\_\_\_

Signed at \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_.