

**PRELIMINARY NOTICE
PRIVATE WORKS OF IMPROVEMENT**
Cal. Civ. Code §§8200 et seq.

TO:

Name and address of the owner or reputed owner:

[Name and address of owner or reputed owner]

Name and address of the direct contractor or reputed direct contractor:

[Name and address of direct contractor or reputed direct contractor]

Name and address of the construction lender or reputed construction lender, if any:

[Name and address of construction lender or reputed construction lender]

Please take notice that Claimant whose name and address is:

[Name and address of Claimant]

And whose relationship to the persons to whom this notice is given is:

[Relationship of Claimant to project (e.g., "Subcontractor to XYZ Company")]

Has furnished or will furnish work of the following general description:

[General description of Claimant's work on project]

At the following site, including the street address of the site, if any, and assessor's parcel number if known:

[Project name, address and assessor's parcel number]

The name of the person or entity who contracted for the work furnished or to be furnished by Claimant is:

[Name of company Claimant is in contract with]

An estimate of the total price of the work furnished or to be furnished by Claimant is:

[\$]

Proof of Notice Declaration

I, the undersigned, declare that this Preliminary Notice was served on the persons at the addresses set forth above on the date and at the place set forth below by:

- Registered, Certified or Express Mail:** by placing the notice in a sealed envelope with postage fully prepaid and depositing the envelope in the United States mail by registered, certified, or express mail.
- Overnight Delivery:** by causing the notice to be picked up for overnight delivery by an express service carrier.
- Personal Delivery:** by causing the notice to be personal delivered to each of the addressees on the date below.
- Code of Civil Procedure Section 415.20:** by leaving the notice and mailing a copy of the notice in the manner provided under California Code of Civil Procedure section 415.20 for service of a 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 [Month, day, year] at [City], [State].

[Name]

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.