

**PRELIMINARY NOTICE
PUBLIC WORKS OF IMPROVEMENT**
Cal. Civ. Code §§9300 et seq.

TO:

Name and address of the public entity owner:

[Name and address of public entity owner]

Name and address of the direct contractor:

[Name and address of direct contractor]

Name and address of the disbursing officer of the department constructing the work (*Note: only for public works of improvement constructed by the California Department of Public Works or California Department of General Services*):

[Name and address of disbursing officer of department constructing project]

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]