

**PARTIAL RELEASE OF STOP PAYMENT NOTICE  
PUBLIC WORKS OF IMPROVEMENT**

**TO:**

Name and address of the director of the department that awarded the contract or public disbursing officer whose duty it is to make payment pursuant to the contract or governing board by which the contract was awarded:

**[Name and address of director of department  
Constructing project]**

Name and address of the direct contractor:

**[Name and address of direct contractor]**

Name and address of the construction lender, if any:

**[Name and address of construction lender]**

Name and address of the person or entity who contracted for the work furnished or to be furnished by Claimant, if other than the direct contractor:

**[Name and address of company Claimant is in  
contract with]**

**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")]**

Hereby partially releases that certain Stop Payment Notice dated:

**[Date]**

For work performed 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]**

**PARTIAL RELEASE OF STOP PAYMENT  
NOTICE**

The Stop Payment Notice, which remains in full force and effect, is partially released leaving an amount due and owing in the sum of:

**[\$]**

Said sum represents the amount due Claimant, after deducting all just credits and offsets, for work provided through the date of this notice. You are required to withhold from the direct contractor or from any person acting under authority of a direct contractor a sufficient amount due or to become due to the direct contractor to pay the claim stated in this notice.

Dated: **[Date]**

**[NAME OF CLAIMANT]**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**VERIFICATION**

I, **[Name]**, am the **[Title]** of **[Name of Claimant]** and am authorized to execute this verification on its behalf. I have read the foregoing Partial Release of Stop Payment Notice, know the contents thereof, and the same is true of my personal knowledge.

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

Executed on this **[day]** of **[Month]**, **[year]** at **[City]**, **[State]**.

\_\_\_\_\_  
**[Name]**

**PROOF OF NOTICE DECLARATION**

Cal. Civ. Code §§8100 et seq.

I, [Name], declare that this Partial Release of Stop Payment Notice was served on the persons, in the manner and at the date and place set forth below:

[Name and address of director of department constructing project]

**Director of the Department that Awarded the Contract or Public Disbursing Officer Whose Duty it is to Make Payment Pursuant to the Contract or Governing Board by Which the Contract was Awarded**

[Name and address of direct contractor]

**Direct Contractor**

[Name and address of construction lender]

**Construction Lender, if any**

[Name and address of company Claimant is in contract with]

**Person or Entity Who Contracted for the Work Furnished or to be Furnished by Claimant, if Other than the Direct Contractor**

- 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 CIV. PROC. §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 this [day] of [Month], [year] at [City], [State].

\_\_\_\_\_  
[Name]

**CERTIFICATE OF ACKNOWLEDGEMENT**

Cal. Civ. Code §1189

**A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document**

State of California )

County of [County] )

On [date] before me, [name of notary], personally appeared [name of person signing document] who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(seal)

\_\_\_\_\_  
[Name]