

**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 releases that certain Stop Payment Notice dated:

[Date]

In the amount of:

[\$]

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]

Dated: **[Date]**

[NAME OF CLAIMANT]

By: _____
Its: _____

PROOF OF NOTICE DECLARATION

Cal. Civ. Code §§8100 et seq.

I, [Name], declare that this 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]