

Recording Requested By \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When Recorded Mail To  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (completion date), a work of improvement consisting of

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

(General Work Description)

under an original contract(s) between \_\_\_\_\_,

(Owner's Name and Address)

the owner of the underlying property, and \_\_\_\_\_,

(Original Contractor's Name)

the original contractor, on the property described as \_\_\_\_\_

(Legal Description)

and located at \_\_\_\_\_

(Street Address)

The interest of the contracting owner in the above-described property is in the nature of

(e.g., "fee simple," "lessee," "purchaser under contract of purchase").

The full names and addresses for all persons or entities having an ownership interest in the above-described property during the pendency of the work of improvement and the term of cessation, are set forth as follows:

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

Dated: \_\_\_\_\_

OWNER

By \_\_\_\_\_

OWNER'S AGENT

NOTE: California Civil Code § 3259.5 requires that a copy of the Notice of Completion be served on any party which has provided preliminary twenty-day notice in accordance with Civil Code § 3097 within ten days after recordation of this Notice; the notification shall be sent by registered or certified mail or by first class mail, evidenced by a certificate of mailing. Failure to give notice to a contractor or claimant within ten days of recording the Notice of Completion shall extend the period of time in which that contractor or claimant may file a mechanics' lien or stop notice to ninety days beyond the date that a Notice of Completion has been recorded.

For purposes of this requirement, the term "Owner" means a person who has an interest in real property or the person's successor-in-interest on the date a Notice of Completion is filed, who causes a building, improvement or structure to be constructed, altered or repaired on the property. The term "Owner" does not include a person who occupies the real property as a personal residence and the dwelling consists of not more than four residential units, nor does it include a person who has a security interest in the property.

**VERIFICATION**

I, the undersigned, state: I am the \_\_\_\_\_

(“Agent of”, “President of”, “A Partner of”, “Owner of”, etc.) the claimant named in the foregoing Notice of Completion; I have read said claim of Notice of Completion and know the contents thereof, and I certify that the same is true of my own knowledge.

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

Date: \_\_\_\_\_

(Signature of Claimant or Authorized Agent)

NOTE: This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This form is intended to meet the requirements of California law as of January 1, 2005.