

**RECORDING REQUESTED BY:**

**When Recorded Mail Document To:**

Name:

Address:

City/State/Zip:

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property described below.
2. The name of the undersigned is \_\_\_\_\_.
3. The address of the undersigned is \_\_\_\_\_.
4. The nature of interest or estate of the owner is \_\_\_\_\_.
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to are:  
\_\_\_\_\_.
7. A work of improvement on the property hereinafter described was completed on \_\_\_\_\_.
8. The name of the direct contractor, if any, for the work of improvement was \_\_\_\_\_.
9. The kind of work done or material furnished was \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
10. The property on which the work of improvement was completed is in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of California, and described as follows:  
SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF
11. The street address of said property is: \_\_\_\_\_, CA.

**NOTICE OF COMPLETION**

(continued)

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

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

\_\_\_\_\_

\_\_\_\_\_

Date

**VERIFICATION**

I, the undersigned, say:

I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge.

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

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

## NOTICE OF COMPLETION

(continued)

### DO NOT RECORD

#### Title Company Requirements as to Notice of Completion

A notice of completion must be filed for record *within fifteen (15) days after* completion of the work of improvement (to be computed exclusive of the day of completion), as provided in Section 8182, Civil Code.

The "owner" who must file for record a notice of completion of a building or other work of improvement means the owner (or his successor in interest at the date the notice is filed) on whose behalf the work was done, though his ownership is less than the fee title. For example, if A is the owner in fee, and B, lessee under a lease, causes a building to be constructed, then B, or whoever has succeeded to his interest at the date the notice is filed, must file the notice.

If the ownership is in two or more persons as joint tenants or tenants in common, the notice may be signed by any one of the co-owners (in fact, the foregoing form is designed for giving of the notice by only one co-tenant), but the names and addresses of the other co-owners must be stated in Paragraph five (5) of the form.

If subsequent to the commencement of the work of improvement the property has been transferred and the transferee is executing the notice of completion, the name and address of the previous owner or owners should be shown in Paragraph six (6).

In Paragraphs three (3) and five (5), the full address called for should include street number, city, county and state.

As to Paragraphs seven (7) and eight (8), this form should be used only where the notice of completion covers the work of improvement as a whole. If the notice is to be given only of completion of a particular contract, where the work of improvement is made pursuant to two or more original contracts, then this form must be modified as follows: (1) Strike the words "work of improvement" from Paragraph seven (7) and insert a general statement of the kind of work done or materials furnished pursuant to such contract (e.g. "The foundations for the improvements"); (2) Insert the name of the contractor under the particular contract in Paragraph eight (8).

In Paragraph eight (8) of the notice, insert the name of the contractor for the work of improvement as a whole. No contractor's name need be given if there is no general contractor, e.g. on so-called "owner-builder jobs."

In Paragraph ten (10), insert the full legal description, not merely a street address or tax description. Refer to deed or policy of title insurance. If the space provided for description is not sufficient, a rider may be attached.

In Paragraph eleven (11), show the street address, if any, assigned to the property by any competent public or governmental authority.