

# CALIFORNIA PRELIMINARY NOTICE – PRIVATE WORKS

THIS IS NOT A LIEN. THIS NOTICE IS GIVEN PURSUANT TO CALIFORNIA CIVIL CODE § 8034(a), 8102, 8200 ET SEQ.

## NOTICE TO PROPERTY OWNER

**EVEN THOUGH YOU HAVE PAID YOUR CONTRACTOR IN FULL**, if the person or firm that has given you this notice is not paid in full for labor, service, equipment, or material provided or to be provided to your construction project, a lien may be placed on your property. Foreclosure of the lien may lead to loss of all or part of your property. You may wish to protect yourself against this by (1) requiring your contractor to provide a signed release by the person or firm that has given you this notice before making payment to your contractor, or (2) any other method that is appropriate under the circumstances.

This notice is required by law to be served by the undersigned as a statement of your legal rights. This notice is not intended to reflect upon the financial condition of the contractor or the person employed by you on the construction project.

If you record a notice of cessation or completion of your construction project, you must within 10 days after recording, send a copy of the notice of completion to your contractor and the person or firm that has given you this notice. The notice must be sent by registered or certified mail. Failure to send the notice will extend the deadline to record a claim of lien. You are not required to send the notice if you are a residential homeowner of a dwelling containing four or fewer units.

TO:	OWNER OR REPUTED OWNER	DIRECT CONTRACTOR OR REPUTED DIRECT CONTRACTOR	CONSTRUCTION LENDER OR REPUTED CONSTRUCTION LENDER
NAME:	_____	_____	_____
ADDRESS:	_____	_____	_____

### YOU ARE HEREBY NOTIFIED THAT (Claimant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to the parties of the one giving this notice (direct contractor, subcontractor, supplier, describe if otherwise): \_\_\_\_\_

**HAS FURNISHED OR WILL FURNISH WORK, LABOR, SERVICES, EQUIPMENT OR MATERIAL OF THE FOLLOWING GENERAL DESCRIPTION:**

**FOR THE BUILDING, STRUCTURE OR OTHER WORK OF IMPROVEMENT LOCATED AT THE FOLLOWING ADDRESS OR SITE OTHERWISE DESCRIBED SUFFICIENTLY FOR IDENTIFICATION:**

Address: \_\_\_\_\_

or Description: \_\_\_\_\_

**THE PERSON OR FIRM TO WHOM SUCH LABOR, SERVICES, EQUIPMENT OR MATERIAL IS PROVIDED:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**AN ESTIMATE OF THE TOTAL PRICE OF LABOR, SERVICES, EQUIPMENT AND/OR MATERIALS TO BE FURNISHED IS:**

Amount:\$ \_\_\_\_\_

## PROOF OF SERVICE AFFIDAVIT

I, \_\_\_\_\_, declare that I served copies of the above **PRELIMINARY NOTICE - PRIVATE WORKS**, (check appropriate box):

- a. ☐ By personally delivering copies to \_\_\_\_\_ (name(s) and title(s) of person served) at \_\_\_\_\_ (address), on \_\_\_\_\_ (date), at \_\_\_\_\_ .m. (time)
- b. ☐ By Registered or Certified Mail, Express Mail or Overnight Delivery by an express service carrier, addressed to each of the parties at the address shown above on \_\_\_\_\_ (date).
- c. ☐ By leaving the notice and mailing a copy in the manner provided in § 415.20 of the California Code of Civil Procedure for service of Summons and Complaint in a Civil Action.

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

Signed at \_\_\_\_\_, California, on \_\_\_\_\_ (date).

\_\_\_\_\_  
(Signature of Person Making Service)