

Recording Requested by and Return to:

PRELIMINARY NOTICE
Civil Code §§ 9300-9306 (Public Work)

TO THE OWNER OR REPUTED OWNER:

[Name and address of Owner or Public Entity]

TO THE DIRECT CONTRACTOR OR REPUTED DIRECT CONTRACTOR:

[Name and address]

TO THE CONSTRUCTION LENDER OR REPUTED CONSTRUCTION LENDER:

[Name and address]

Claimant's Information:

[Name and address]

The Claimant is a(n):

[Identify as individual, corporation, LLC, etc.]

The Claimant is contributing to the work of improvement described herein as a(n):

[Describe specific relationship, e.g., direct contractor, subcontractor, material supplier, equipment lessor, design professional or other capacity in which claimant is contributing to the work of improvement].

.....
I declare that I am authorized to file this claim on behalf of the claimant. I have read the foregoing document and know its contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct. Executed at _____ [City], California on _____ [Date] for _____ [Name of Claimant].

[Signature of Claimant]

[Printed or typed name and Title of Authorized Agent]

YOU ARE HEREBY NOTIFIED THAT Claimant, has provided or will provide Work of the following description: _____

[Describe the labor, services, equipment, material, or a combination that was or will be provided] for use in and contributing to the building, structure, or other work of improvement on the real property in _____

[city and county], California, located at _____

[description of jobsite sufficient to identify; include street address, if any; add assessors parcel number and legal description, if possible].

The name(s) of the person(s) or firm(s) to or for whom the Claimant provided the Work is/are: _____

[List name(s) and address(es)].

An estimate of the total price of the above Work to be provided is \$ _____.

An estimate of the amount currently owing to Claimant for providing through the date of this notice the above Work, after deducting payments and offsets, is \$ _____.

[Telephone number of Claimant]

[Address of Claimant]

PROOF OF SERVICE
Civil Code §§ 8106, 8110

On _____ [date] at _____ [time], the undersigned declarant served copies of the above PRELIMINARY NOTICE on the following persons by:

- Personal Delivery;
- Certified Mail;
- Registered Mail;
- Express Mail;
- Overnight Delivery by Express Service Carrier; or,
- Leaving the Notice and Mailing a Copy as Provided in *C.C.P.* § 415.20.

At the addresses listed below *[List individually all names, addresses, and titles of persons served, and, if applicable, the parties or entities on whose behalf they were served]**:

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

Date: _____

[Signature]

[Printed or typed name]

**Once you have received the return receipt staple the returns to the original copy of this Proof of Service*