

Recording Requested by and Return to:



PRELIMINARY NOTICE

Civil Code §§ 8200-8216 (Private Work)

TO THE OWNER OR REPUTED OWNER:

[Name and address]

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].

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 _____ *[dollar amount]*.

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 _____ *[dollar amount]*.

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 on 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 recordation 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.

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]

[Telephone number of Claimant]

[Printed or typed name]

[Address of Claimant]

[Title of authorized agent 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.*

Attach to Preliminary Notice, as Page 2, if applicable:

**SUBCONTRACTOR CLAIMANT’S NOTICE OF UNPAID COMPENSATION AND
EMPLOYER PAYMENTS OWING TO LABORERS AND ENTITIES DESCRIBED IN
*Civil Code §8202(B)***

The name(s) and address(es) of the laborer(s), as defined by *Civil Code* § 8024, [and the express trust fund(s)] to whom compensation [and employer payments] are due and payable is/are *[List name(s) and address(es)]*: _____

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]