RECORDING REQUESTED BY:

_____

AND WHEN RECORDED MAIL TO:

_____
(Name)

_____
(Street Address)

_____
(City, State, and Zip)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

(Notice pursuant to California Civil Code Section 8182, must be recorded within 15 days after completion)

NOTICE IS HEREBY GIVEN THAT: The undersigned is an owner or agent of an owner of the interest or estate stated below. The full name and address of the owner is:

_____ _____
(Owner's Name) (Owner's Address)

A work of improvement on the property hereinafter described was completed on _____
(Date)

The work done was: _____

The nature of the interest or estate is: in fee. _____
(If other than fee, strike "In Fee" and insert, for example, "Purchaser Under Contract Of Purchase," or "Lessee")

The full name and full address of all co-owners, if any, who hold any title or interest with the above named owner in the property are:

Name _____ Address _____

The name and address of the contractor, if any, for such work of improvement _____
(Name of Direct Contractor. If No Direct Contractor For Work of Improvement, Insert "None")

_____ Date of Contract: _____
(Address of Direct Contractor) (Date)

Name and Address of Construction Lender, if any: _____

The street address of said property is _____
(If No Street Address has been assigned, Insert "None")

The property on which said work of improvement was completed is in the City of _____ County of _____, State of California, and is described as follows: _____

Date: _____ x _____
(Verification for Individual Owner) (Signature of Owner or Agent of Owner named in paragraph 2)

VERIFICATION

I, the undersigned, say: I am _____ of the declarant of the foregoing completion: I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____ , _____ , at _____ , California.
(Date of Signature) (Place where signed)

SEE REVERSE FOR ADDITIONAL INSTRUCTIONS

x _____
(Personal Signature of the Individual who is swearing that the contents of the Notice of Completion are True)

PROOF OF SERVICE AFFIDAVIT (CIVIL CODE § 8118)

I, _____, declare that I served the copies of the _____ by:
(Name of Form)

Check appropriate box(es)

☐ Certified Mail, Return Receipt Requested, Postage Paid ☐ Express Mail, postage paid ☐ Registered Mail, postage paid
☐ Overnight Delivery By Express Service Carrier, postage ☐ Personally delivering copies
☐ Leaving the Notice and Mailing a Copy Per Code of Civil Procedures §415.20 for the service of a Summons and Complaint in a Civil Action

To: _____ At: _____
(Name and Title of Person Served) (Address)

_____ _____
(Name and Title of Person Served) (Address)

To each of the parties at the address(es) shown above on _____ at _____
(Date) (Time)

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

Signed at _____, California on _____, _____ x _____
(City) (Date) (Signature of the Person Making Service)

SAMPLE

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ADDITIONAL INFORMATION ABOUT NOTICE OF COMPLETION

The Notice of Completion shall be recorded in the office of the county recorder of the county in which the site is located, within 15 days after such completion, in accordance with California Civil Code Section 8182.

If the Notice of Completion is timely recorded, then the time within which a mechanics lien may be recorded against the property is sixty days by direct contractors and thirty days by subcontractors. If this notice is not recorded in a timely manner, direct contractors and subcontractors have a ninety-day period from the completion of the work of improvement within which to record their mechanics lien.

If there is more than one owner, any notice of completion signed by less than all of such co-owners shall recite the names and addresses of all of such co-owners; and provided further, that any notice of completion signed by a successor in interest shall recite the names and addresses of his transferor or transferors.

For purposes of this document, "owner" means the owner who causes the building, improvement, or structure, to be constructed, altered or repaired (or his successor in interest at the date when a notice of cessation from labor is filed for record) whether the interest or estate of such owner be in fee, as vendee under a contract of purchase, as lessee, or other interest or estate less than the fee.

SAMPLE

Consult a lawyer if you doubt the form's fitness for your purpose and use.

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