

**CALIFORNIA PRELIMINARY NOTICE—PRIVATE WORK**

**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)

**ADDRESS:** \_\_\_\_\_ (Address)

**YOU ARE HEREBY NOTIFIED THAT:** \_\_\_\_\_

(Name and Address of Claimant)

has furnished or will furnish work labor, services, equipment or material to the work of improvement located at: \_\_\_\_\_

of the following general description: \_\_\_\_\_.

**THE PERSON OR FIRM TO WHOM SUCH LABOR, SERVICES, EQUIPMENT OR MATERIALS IS:** \_\_\_\_\_

**AN ESTIMATE OF THE TOTAL PRICE OF LABOR, SERVICES, EQUIPMENT OR MATERIALS IS \$** \_\_\_\_\_.

**NAME AND ADDRESS OF LENDER OR REPUTED LENDER** \_\_\_\_\_

**PROOF OF SERVICE AFFIDAVIT**

I, \_\_\_\_\_ (name) hereby declare that I served copies of this California Preliminary Notice—(Private Work) as follows: (circle one)

a. By personally delivering copies to (name and title of each person served): \_\_\_\_\_

at \_\_\_\_\_ (address) on \_\_\_\_\_

(date) at \_\_\_\_\_ (time).

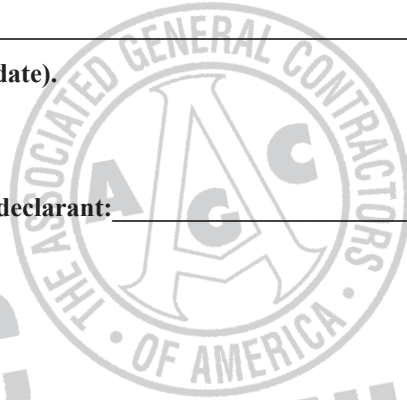
- over -

- b. By certified or registered mail, Express Mail, or overnight delivery by an express service carrier, addressed to each of the parties shown above on \_\_\_\_\_(date).
- c. By leaving this preliminary notice and mailing a copy as provided by CCP 415.20 for service of a civil summons and complaint.

I DECLARE UPON PENALTY OF PERJURY THAT THIS AFFIDAVIT OF SERVICE IS TRUE AND CORRECT.

Executed at \_\_\_\_\_(location in California)  
on \_\_\_\_\_(date).

Signature of declarant: \_\_\_\_\_



**AGC  
CALIFORNIA  
SAMPLE**

*The use of this document has important legal consequences. Consultation with an attorney is advised.*