

RECORDING REQUESTED BY:

When Recorded Mail to:

Escrow No.

Title Order No.

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN:

### NOTICE OF COMPLETION

Before execution, refer to title company requirements stated on Page 3

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner or the agent of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the said owner is: \_\_\_\_\_
3. The full address of said owner is: \_\_\_\_\_
4. The nature of the title of said owner is: In Fee. \_\_\_\_\_  
(If other than fee, strike "In Fee" and insert, for example, "purchaser under contract," or "lessee".)
5. The full names and full addresses of all persons, if any, who hold title with said owner as joint tenants or as tenants in common, or otherwise, are:

NAMES

ADDRESSES

_____	_____
_____	_____
_____	_____
_____	_____

6. The names of the predecessors in interest of said owner, if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES

ADDRESSES

_____	_____
_____	_____
_____	_____
_____	_____

(If no transfer made, insert "none".)

7. A work of improvement on the property hereinafter described was completed on \_\_\_\_\_.
8. The name of the contractor, if any, for such work of improvement was: \_\_\_\_\_.

(If no contractor for work of improvement as a whole, insert "none")

INITIALS: \_\_\_\_\_

APN:

9. 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:

10. The street address of said property is: \_\_\_\_\_

DATED: \_\_\_\_\_

Signature of  
owner  
or his agent. \_\_\_\_\_

\_\_\_\_\_  
NAME (TYPED OR PRINTED)

STATE OF CALIFORNIA  
COUNTY OF \_\_\_\_\_

The undersigned, being duly sworn, says: That \_\_\_he is the person who signed the foregoing notice; that \_\_\_he has  
read the same, and knows the contents thereof, and that the facts stated therein are true.

Signature of  
owner  
or his agent ☒ \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me on \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_  
NAME (TYPED OR PRINTED)

NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE

(See page 3 for title company requirements as to notice of completion)

APN:

## DO NOT RECORD

### Title Company Requirements as to Notice of Completion

A notice of completion must be filed for record *within 10 days* after completion of the work of improvement (to be computed exclusive of the day of completion), as provided in Section 1193.1, Code of Civil Procedure.

The "owner" who must file for record a notice of completion of a building or other work of improvement means the owner (or his successor in interest at the date the notice is filed) on whose behalf the work was done, though his ownership is less than the fee title. For example, if A is the owner in fee, and B, lessee under a lease, causes a building to be constructed, then B, or whoever has succeeded to his interest at the date the notice is filed, must file the notice.

If the ownership is in *two or more persons as joint tenants or tenants in common*, the notice may be signed by any one of the co-owners (in fact, the foregoing form is designed for giving of the notice by only one co-tenant), but the names and addresses of the other co-owners must be stated in paragraph 5 of the form.

If subsequent to the commencement of the work of improvement the property has been transferred and the transferee is executing the notice of completion, the name and address of the previous owner or owners should be shown in paragraph 6.

In paragraphs 3, 5 and 6, the full address called for should include street number, city, county and state.

As to paragraphs 7 and 8, this form should be used only where the notice of completion covers the work of improvement *as a whole*. If the notice is to be given only of completion of a particular contract, where the work of improvement is made pursuant to two or more original contracts, then this form must be modified as follows: (1) Strike the words "A work of improvement" from paragraph 7 and insert a general statement of the kind of work done or materials furnished pursuant to such contract (e.g. "The foundations for the improvements"); (2) Insert the name of the contractor under the particular contract in paragraph 8.

In paragraph 8 of the notice, insert the name of the contractor for the work of improvement as a whole. No contractor's name need be given if there is no general contractor, e.g. on so-called "owner-builder jobs."

In paragraph 9, insert the *full legal* description, not merely a street address or tax description. Refer to deed or policy of title insurance. If the space provided for description is not sufficient, a rider may be attached.

In paragraph 10, show the street address, if any, assigned to the property by any competent public or governmental authority.