

REQUEST FOR NOTICE OF COMPLETION

TO: _____
Name of public entity

PUBLIC _____
ENTITY _____
Subdivision, if applicable

Street or P.O. Box

City State Zip

GENTLEMEN:

Enclosed is the sum of **TWO DOLLARS (\$2.00)**, in the form of a check or money order, to cover the cost of notification of completion or cessation of the public work of improvement consisting of

Insert location and general description of public work

This public work is being performed pursuant to ORIGINAL CONTRACT # _____ entered into between you and _____, the original or reputed original contractor for such improvement. Served concurrently with this Request for Notice of Completion is a stop notice.

Pursuant to Section 3185 of the California Civil Code:

"No later than 10 days after the filing of a notice of completion or after the cessation of labor has been deemed a completion of the public work or after the acceptance of completion, whichever is later, the public entity shall give notice of the expiration of such period to each stop notice claimant by personal service, or registered or certified mail. When service is by registered or certified mail, service is complete at the time of the deposit of the registered or certified mail in a United States post office, addressed to the claimant at the address shown upon his stop notice claim. No such notice need be given unless the claimant shall have paid to the public entity the sum of two dollars (\$2) at the time of filing his stop notice."

Please send said notice of completion or cessation to the undersigned.

SINCERELY,

Name of firm

Street or P.O. Box

Signature of agent or claimant

City, State Zip

Title

DATED: _____

Telephone: _____

Contractor's License # _____

DECLARATION OF SERVICE

I, _____, declare that I served \$2.00 along with the above Request for Notice of Completion/ Acceptance or Notice of Cessation by first class registered/certified mail, postage prepaid, on the public entity at the above address, on _____. I declare under penalty of perjury, that the foregoing is true and correct.

Executed on _____, at _____, California

Signature of person making service _____