

Recording Requested By:

And when recorded return to:

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Name

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Street  
Address

City  
State  
Zip

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Space above this line for Recorder's Use

## NOTICE OF COMPLETION

### NOTICE IS HEREBY GIVEN THAT:

- I. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.  
II. The full name of the undersigned is \_\_\_\_\_

- III. The complete address of the undersigned is \_\_\_\_\_

- IV. The nature of the title of the undersigned is Public Agency

- V. The full names and complete addresses of all persons, is any, who hold title with the undersigned as joint tenants or as tenants in common are:

Co-owner's Name(s)

Co-owner's Complete Address (Street, City, State, Zip)

- VI. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to, include, but are not limited to the following individuals.

Co-owner's Name(s)

Co-owner's Complete Address (Street, City, State, Zip)

- VII. A work of improvement on the property described below was completed on \_\_\_\_\_, \_\_\_\_\_

- VIII. The names of the original contractor, if any, for the work of improvement was \_\_\_\_\_

The kind of work done or finished was \_\_\_\_\_

- IX. The property on which the work of improvement was completed is in the city of \_\_\_\_\_, County of Yolo, State of California, and is described as follows:

X. The street address of the said property is \_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Owner's Typed or Printed Name)

### VERIFICATION

**I the undersigned, say:**

I certify (or declare) under penalty of perjury under the laws of the State of California that the forgoing is true and correct:

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
(Signature)

This form is the notice of completion that a property owner may record to limit the time in which mechanics' liens may be recorded against a construction project (refer to Civ. Code Sect., 3093). For this purpose an "owner" is the person who causes a building, improvement, or structure to be completed, modified, or fixed, whether the interest or estate is in fee, as a vendee under contract or purchase, as lessee, or other interest or estate less than fee. If the interest is held by two or more person as joint tenants or tenants in common, any one or more of the co-tenants may be deemed to be the owner. (Civ. Code Sect. 3092(g), 3093). **This form is for use with a private work of improvement only, and is not intended for public sector application.**

If the owner records the notice within the applicable time period, the original contractor has sixty (60) days from the day the notice is recorded to record a claim of lien against the project (Civ. Code Sect. 3115(b)); and all other persons

who furnished labor, services, equipment, or materials must record their liens within thirty (30) days after the notice of completion is recorded (Civ. Code Sect. 31). Otherwise, all persons who furnished labor, services, equipment, or materials have ninety (90) days after completion of the work of improvement in which to record their liens (Civ. Code Sects. 3115, 3116).

The owner must record the notice in the office of the County Recorder of the county where the site is located within ten (10) days after the work of improvement is completed (Civ. Code Sect. 3093). This applies equally to the project which is completed in phases. A notice of completion must be filed within ten (10) days after the completion of each phase of the project to shield the owner properly (Civ. Code Sect. 3117).