

**PRELIMINARY 20-DAY NOTICE (PRIVATE WORK) [CIV. CODE § 3097]**

To: \_\_\_\_\_ [name of owner or reputed owner, original contractor or reputed original contractor, or construction lender or reputed construction lender].

NOTICE IS HEREBY GIVEN that the undersigned has furnished [and will furnish] \_\_\_\_\_ [describe labor, service, equipment, or materials furnished or to be furnished to the job site; if person being notified is a construction lender, add:, the estimated total price of which is \$\_\_\_\_\_,] in connection with improvement work taking place at \_\_\_\_\_ [describe job site sufficiently for identification].

\_\_\_\_\_ [Name and address of contractor] contracted for the purchase of the above-mentioned \_\_\_\_\_ [labor, services, equipment or materials] on or about \_\_\_\_\_ [date].

Payments are also due to \_\_\_\_\_ [identity and address of any laborer and any express trust fund to whom employer payments are due].

**NOTICE TO PROPERTY OWNER**

**If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceedings, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor, or (2) any other method or device that is appropriate under the circumstances. Other than residential homeowners of dwellings containing fewer than five units, private project owners must notify the original contractor and any lien claimant who has provided the owner with a preliminary 20-day lien notice in accordance with Section 3097 of the Civil Code that a notice of completion or notice of cessation has been recorded within 10 days of its recordation. Notice shall be by registered mail, certified mail, or first-class mail, evidenced by a certificate of mailing. Failure to notify will extend the deadlines to record a lien.**

Dated: \_\_\_\_\_.

\_\_\_\_\_ [signature]

\_\_\_\_\_

On \_\_\_\_\_ the undersigned declarant served copies of the above  
PRELIMINARY NOTICE on the following persons by certified mail at the addresses  
shown below:

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

Dated: \_\_\_\_\_.

\_\_\_\_\_ [signature]

\_\_\_\_\_