20 Day Preliminary Notice

TO: [Names and addresses of owner, direct contractor, and construction lender as required in private works by Civil Code §8200; or of direct contractor, public agency, and disbursing officer as required in public works by Civil Code §§9300-9302].

You are notified that claimant, [name and address of Claimant], has provided, or will provide, Work of the following description: [general description of the work to be performed] for use in and contributing to the building, structure, or other work of improvement on the real property in [City and County], California, located at [address] with assessor's parcel number [assessors parcel number].

The Claimant is a(n) [entity type] and is contributing to the work of improvement described above as a(n)[describe specific relationship to the project, e.g., direct contractor, subcontractor, material supplier].

The name(s) of the person(s) or firm(s) to or for whom the Claimant provided the Work [is/are]:

[List name(s) and address(es)].

An estimate of the total price of the above Work to be provided is $[total dollar amount].

An estimate of the amount currently owing to Claimant for providing through the date of this notice the above Work, after deducting payments and offsets, is $[current amount owed].

The name and address of the owner or reputed owner is:

[List name and address].

The name and address of the direct contractor or reputed direct contractor to or through whom the Claimant provided the Work is: [Provide name and address].

The name(s) and address(es) of the construction lender(s) or reputed construction lender(s) [is/are]:

[List name(s) and address(es)].

[Option: Subcontractor Claimant's notice of unpaid compensation and employer payments owing to laborers and entities described in Civil Code §8202(b); see Civil Code §8202(b)]

The name(s) and address(es) of the laborer(s) [and the express trust fund(s)] to whom compensation [and employer payments] [is/are] due and payable are:

[List name(s) and address(es)].

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, services, 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 on 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 recordation 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.

Dated: [Date]   _____

                                 [Claimant's Name]
                                 [By:]

Proof of Service of 20 Day Preliminary Notice

On [date], the undersigned declarant served copies of the above 20 DAY PRELIMINARY NOTICE on the following persons by [personal delivery/certified mail/registered mail/express mail/overnight delivery by express service carrier/leaving the notice and mailing a copy as provided in CCP §415.20] at the addresses shown below:

[List names and addresses of owner].

[List names and addresses of direct contractor].

[List names and addresses of construction lender].

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

Dated: [Date]   _____

                                 [Declarant's Name]