

REQUEST FOR NOTICE OF COMPLETION OR CESSATION

Civil Code § 9362

To Public Entity:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Firm Serving Request:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contractor's License: _____

Along with this Request for Notice of Completion or Cessation, Claimant has served a STOP NOTICE TO WITHHOLD PAYMENT – PUBLIC WORKS, pursuant to §§ 8044 and 9350, et seq., for the building, structure or other work of improvement described as follows:

Direct Contractor: _____
Address: _____
Contract No. / Description: _____

Pursuant to California Civil Code § 9362, enclosed please find a check or money order in the sum ten dollars (\$10.00) for the cost of the notice of completion or cessation.

Dated: _____.

By: _____
(Signature)

(Title)

PROOF OF SERVICE DECLARATION

Civil Code §§ 8117 and 8118

I, _____, declare that I am over the age of eighteen years and served copies of the REQUEST FOR NOTICE OF COMPLETION OR CESSATION

- (a) **BY PERSONALLY DELIVERING** a copy to the office/residence of the person(s) listed above on _____, _____ (date) at _____ .m. (time):
- (b) **BY MAILING** a copy to the office/residence of the person(s) listed above on _____, _____ (date) at _____ .m. (time) by:
First Class United States Mail, registered certified return receipt requested express mail (mark one); or
Overnight/Express delivery via _____ (express carrier)
- (c) **BY LEAVING** a copy with _____ (name) at
Address: _____ City: _____ State: _____ Zip: _____
on _____, _____ (date) at _____ .m. (time) and MAILING a copy as indicated in part (b) above.

I declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, at _____, California.

(Signature of Person Serving Document)