

NOTICE OF COMPLETION

Date: _____ (the “Effective Date”)

State: _____ [*Usually, the State where the Property is located*]

County: _____

Notice sent by:

Name: _____

Representative: _____ [*for legal entity*]

Address: _____

E-mail/Phone _____

Notice is hereby given that:

1. The undersigned is

- The Owner of the interest or estate stated below
- The Owner’s agent
- Another interested party

in the property hereinafter described (the “Property”).

2. The full name of the undersigned is

3. The full address of the undersigned is

4. The nature of the interest or estate of the owner is:

- In fee
- Other _____

[*If Other than fee, insert your option, for example, “Purchaser Under Contract of Purchase” or “Lessee”*].

5. [*optional*] The full names and full addresses of all persons, if any, who hold interest or estate with the undersigned such as joint tenants or tenants in common are:

Name Address

6. [optional] The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred after the beginning of the work or improvement:

Name Address

7. The nature of the works/ improvements to the Property:

8. The work of improvement on the property hereinafter described was completed in accordance with the laws of the State _____ on _____
[specify the date of completion]

9. The name and address of the original contractor for such work/improvement is

10. The address of the Property is

[specify both address and city with zip code, match the county records exactly]

11. The legal description of the Property is:

[attach Exhibit if necessary]

12. [optional]

[Specify other required information if any, review the laws of your State]

Verification

I, the undersigned, certify that I am [choose one]

- The Owner of the Property
- The Owner's agent for the Property
- Another interested party in the Property, namely:

I have read the foregoing Notice of Completion and know and understand the contents thereof, and the facts stated therein are true and correct. I declare under penalty of perjury that the foregoing is true and correct.

Sender's Name/Title _____

Sender's Signature _____

ATTACHMENTS

NOTARY ACKNOWLEDGEMENT
