

# 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

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

2. The full name of the undersigned is

3. The full address of the undersigned is

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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

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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

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

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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

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10. The address of the Property is

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

11. The legal description of the Property is:

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[attach Exhibit if necessary]

12. [optional]

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[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:

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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**

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**NOTARY ACKNOWLEDGEMENT**

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