

NOTICE TO PRINCIPAL AND SURETY ON PAYMENT BOND FOR PRIVATE WORK

Instructions

1) Who may send

Any claimant, in order to enforce a claim upon any payment bond given in connection with a private work, who has not issued a 20-day preliminary notice as provided in section 3097 of the Civil Code.

2) When to send

Notice to the principal (party responsible for purchasing bond, usually the original contractor) and surety must be given written notice within 15 days after recordation of a notice of completion. If no notice of completion has been recorded, the time for giving written notice to the principal and surety is extended to 75 days after completion of the work of improvement.

3) How To Send

The notice must be sent to the bond principal and the surety company by personal delivery or by depositing the notice in the mail, postage prepaid certified or registered.

Certified Mail with Return Receipt is recommended.

4) Action against the Payment Bond

Action against the surety or sureties shall be commenced not later than six months after the completion of the work of improvement.

NOTICE TO PRINCIPAL AND SURETY ON PAYMENT BOND FOR PRIVATE WORK (CIVIL CODE §§ 3227 & 3242)

To:

**Name & Address of
Principal on Bond**

To:

Name & Address of Surety

You, and each of you, are hereby notified that:

Your Company Name

has furnished labor, services, equipment, or material of the following general description:

Description of labor, service, equipment or materials

for the building, structure, or other work of improvement located at:

Description of Jobsite

The name of the person or firm who contracted for the purchase of such labor, services, equipment, or material is:

Your Customer

The amount in value, as near as may be determined, of any labor, services, equipment, or materials already furnished, or to be furnished, is \$ **Dollar Amount**

Date: **Date executed**

Name of Claimant: **Your Company Name**

By: **Your Signature**

Official Capacity of Signatory

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To:

To:

You, and each of you, are hereby notified that:

has furnished labor, services, equipment, or material of the following general description:

for the building, structure, or other work of improvement located at:

The name of the person or firm who contracted for the purchase of such labor, services, equipment, or material is:

The amount in value, as near as may be determined, of any labor, services, equipment, or materials already furnished, or to be furnished, is \$ _____

Date: _____

Name of Claimant: _____

By: _____
