

# NOTICE TO PRINCIPAL AND SURETY ON PAYMENT BOND FOR PUBLIC 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 period for filing Stop Notices has expired.

## NOTICE TO PRINCIPAL AND SURETY ON PAYMENT BOND FOR PUBLIC WORK (CIVIL CODE §§ 3227 & 3252)

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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ON PAYMENT BOND FOR  
PUBLIC WORK  
(CIVIL CODE §§ 3227 & 3252)**

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: \_\_\_\_\_

\_\_\_\_\_