

# STOP NOTICE

## LEGAL NOTICE TO WITHHOLD CONSTRUCTION FUNDS

### (Public or Private Work)

### (Per California Civil Code Section 3103)

**TO:** \_\_\_\_\_  
(Name of owner, public body or construction fund holder)

**PROJECT:** \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address. If directed to a bank or savings and loan assn., use address of branch holding fund)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, state and zip)

\_\_\_\_\_  
(City, state and zip)

**TAKE NOTICE THAT** \_\_\_\_\_  
(Name of the person or firm claiming the stop notice. Licensed contractors must use the name under which contractor's license is issued)

whose address is \_\_\_\_\_  
(Address of person or firm claiming stop notice)

has performed labor and furnished materials for a work of improvement described as follows: \_\_\_\_\_

\_\_\_\_\_  
(Name and location of the project where work or materials were furnished)

The labor and materials furnished by claimant are of the following general kind: \_\_\_\_\_

\_\_\_\_\_  
(General description of work and materials furnished)

The labor and materials were furnished to or for the following party: \_\_\_\_\_

\_\_\_\_\_  
(Name of party who ordered the work or materials)

Total value of the whole amount of labor and materials agreed to be furnished is ..... \$ \_\_\_\_\_

The value of the labor and materials furnished to date is ..... \$ \_\_\_\_\_

Claimant has been paid the sum of: ..... \$ \_\_\_\_\_

and there is due, owing, and unpaid the sum of: ..... \$ \_\_\_\_\_

You are required to set aside sufficient funds to satisfy this claim with interest, court costs and reasonable costs of litigation, as provided by law. You are also notified that claimant claims an equitable lien against any construction funds for this project which are in your hands.

**FIRM NAME** \_\_\_\_\_  
(Name of stop notice claimant — see instructions for details)

**By** \_\_\_\_\_  
(Owner or agent of stop notice claimant must sign here and verify below)

### VERIFICATION

I, the undersigned, say: I am the \_\_\_\_\_ the claimant named in the foregoing Stop Notice; I have read said Stop Notice and know the contents thereof; the same is true of my own knowledge.  
("President of," "Manager of," "A partner of," "Owner of," etc.)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.  
(Date this document was signed) (Name of city where stop notice signed)

\_\_\_\_\_  
(Personal signature of the individual who is swearing that the contents of the Stop Notice are true)

### REQUEST FOR NOTICE OF ELECTION

**(PRIVATE WORKS ONLY)**  
**(Per California Civil Code Section 3159, 3161 or 3162)**

If an election is made not to withhold funds pursuant to this stop notice by reason of a payment bond having been recorded in accordance with Sections 3256 or 3162, please send notice of such election and a copy of the bond within 30 days of such election in the enclosed preaddressed stamped envelope. This information must be provided by you under Civil Code Sections 3159, 3161 or 3162.

Signed \_\_\_\_\_  
(Claimant must enclose self addressed stamped envelope)

SEE REVERSE SIDE FOR COMPLETE INSTRUCTIONS