

# Letter of Intent to file Mechanics' Lien/serve Stop Notice

## Instructions

### 1. When Given:

This letter may be sent prior to executing and recording a claim of Lien or serving a Stop Notice in order to induce payment. This letter is not a required prerequisite to filing a claim of Lien or serving a Stop Notice.

### 2. By Whom Given:

May be given by Contractor, Subcontractor or Supplier when they have not received payment for services or products used on the work of improvement.

### 3. To Whom Given:

May be given to the Owner, Lender and Original Contractor.

### 4. How Given:

There are no requirements for delivery. However, certified mail, return receipt will help provide proof of receipt.

Date: **Date Letter is executed** \_\_\_\_\_

Via Certified Mail  
Return Receipt Requested

To: **Enter Name and Address of Reputed Lender Here** Reputed Lender

To: **Enter Name and Address of Reputed Owner Here** Reputed Owner

To: **Enter Name and Address of Reputed Original Contractor Here** Reputed Original Contractor

Re: Work of Improvement at **Job Description** \_\_\_\_\_

To All Concerned:

#### **Date Preliminary Notice**

With our Preliminary Notice dated **was executed** \_\_\_\_\_, we complied with the provisions of Section 3097 of the California Civil Code. Because we are reluctant to file a Claim of Lien or serve a Stop Notice without once again notifying all concerned, be advised that we have not received payment in the sum of \$ **Dollar Amount Owed** for materials/labor/services or equipment furnished for above work of improvement from **Date your company began work** to **Date your company ended work** at the request of **Your Customer Name**.

#### **Date you require**

Our failure to have received payment for the above amount on or before **payment** \_\_\_\_\_, will cause us, without further notice, to record a Claim of Lien and/or serve a Stop Notice and/or proceed with any other collection measures we consider necessary for the protection of our investment.

Very truly yours,

\_\_\_\_\_  
**Your Company Name**

\_\_\_\_\_  
**Your Signature**

\_\_\_\_\_  
**Title of Signatory**

# Notice of Intent to File Lien and/or Serve Stop Notice

Date: \_\_\_\_\_

Via Certified Mail  
Return Receipt Requested

To:  Reputed Lender

To:  Reputed Owner

To:  Reputed Original Contractor

Re: Work of Improvement at \_\_\_\_\_

To All Concerned:

With our Preliminary Notice dated \_\_\_\_\_, we complied with the provisions of Section 3097 of the California Civil Code. Because we are reluctant to file a Claim of Lien or serve a Stop Notice without once again notifying all concerned, be advised that we have not received payment in the sum of \$ \_\_\_\_\_ for materials/labor/services or equipment furnished for above work of improvement from \_\_\_\_\_ to \_\_\_\_\_ at the request of \_\_\_\_\_.

Our failure to have received payment for the above amount on or before \_\_\_\_\_, will cause us, without further notice, to record a Claim of Lien and/or serve a Stop Notice and/or proceed with any other collection measures we consider necessary for the protection of our investment.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_