

Stop Payment Notice Instructions

You will need the Owner, Contractor & Construction Lender Information:

- 1) Input the Owner Information;
- 2) Input the Project Information;
- 3) Input the Contractor Information;
- 4) Input the Construction Lender Information.

Take Notice That:

- 1) Input the Claimant Information;
- 2) Input the Claimant's relationship to the other parties;
- 3) Input the work the Claimant furnished;
- 4) Input the labor and materials the Claimant furnished.

The Value Amount:

- 1) Input the total value of labor and materials agreed to be furnished;
- 2) Input the value of the labor and materials to date;
- 3) Input the amount Claimant has been paid;
- 4) Input the amount that Claimant is owed;
- 5) Input the date;
- 6) Print and sign Claimant's name;
- 7) Complete the Verification Information.

Proof of Notice Declaration:

- 1) Complete the attached Proof of Notice Declaration;
- 2) The Request for Notice of Election is ONLY for Private Works;
- 3) Choose how you will serve the document on all of the parties;
- 4) Don't forget to sign the Proof of Notice Declaration and keep a copy for your records.