

Notice of Completion Recording Instructions

1. Property owner/Agent should obtain a Certificate of Contract Completion and Contractor's Affidavit and/or an Unconditional Lien Release.
2. Notice of Completions should be recorded within 15 days of the completion date.
3. Within 10 days of filing the NOC, the Property Owner/Agent must provide each Contract a copy of the document.
4. Property Owner or Agent is to complete the Notice of Completion in its entirety. The Notice of Completion must be legible to produce a clear photographic record.
5. The upper left - hand corner of the document: Add the person(s) requesting recording. This would usually be the property owner/agent.
6. The upper left - hand corner of the document: Add the name and address to whom the document should be returned.
7. Names of the property owner/agent and the contractor must be legibly typed or printed.
8. Signatures must be original (wet signature).
9. The Property owner/Agent must take the original Notice of Completion to be recorded at:
 - Santa Clara County Clerk - Recorder's Office
 - 110 West Tasman Drive
 - First Floor
 - San Jose, CA 95134
10. The estimated fees are \$102 for the first page of the Notice of Completion, and \$3 for each additional page.
11. It is recommended to take a copy and request a "Conformed Copy" for your records pending receipt of the original. The cost is \$5 per copy.
12. The Recorder's Office accepts checks, cash or credit cards. Payment with a credit card will be charged a service fee of \$2.50.

Other Considerations:

- A. Whenever a document, or portion of a document, is in a foreign language, an English translation, certified by the county clerk, may be attached and recorded. This may add an additional recording fee.