

**REQUEST TO FILE NOTICE OF  
TERMINATION OF WORK AND/OR ACCEPTANCE OF CONTRACT**

The Clerk of Court and Recorder of Mortgages for St. Bernard Parish is requested to file the Notice of Termination of Work attached hereto as follows:

- [ ] **Full** Termination or Acceptance of recorded contract on file as  
*Instrument # \_\_\_\_\_, MOB \_\_\_\_\_ folio \_\_\_\_\_.*  
Please note this termination or acceptance of the contract, *relative to ALL property described within* the contract, in the margin of said contract.
- [ ] **Partial** Termination or Acceptance of recorded contract on file as  
*Instrument # \_\_\_\_\_, MOB \_\_\_\_\_ folio \_\_\_\_\_.*  
Please note termination or acceptance of the contract, *relative ONLY to the property below*, in the margin of said contract insofar as:  
\_\_\_\_\_  
only and no further.
- [ ] Termination or Acceptance of contract **was not previously recorded.** Please file as separate instrument and send recordation information to the undersigned.

**The parties to said contract are:**

\_\_\_\_\_  
*Owner(s)*

\_\_\_\_\_  
*Contractor(s)*

*Date of Contract:* \_\_\_\_\_, 20 \_\_\_\_\_

*Property description:* \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

*PRINTED name(s) of Above Signed Party:* \_\_\_\_\_  
\_\_\_\_\_

*Company:* \_\_\_\_\_

*Title:* \_\_\_\_\_ *Duly Authorized Agent*

*Mailing Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *ZIP:* \_\_\_\_\_

*Phone:* (\_\_\_\_\_) \_\_\_\_\_

*e-Mail Address:* \_\_\_\_\_

**\*\*\*Please provide phone number for immediate contact, in the event there is a problem with the Acceptance. Delay in filing of document could result if our office cannot reach you.\*\*\***