



MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT

*Middle Keys/Main Office: 2798 Overseas Highway, Marathon, FL (305) 289-2501
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL (305) 453-8800
11601 CR 905, Key Largo, FL 33037 / Phone: (305) 453-8765
Lower Keys Office: 5503 College Road, Key West, (305) 295-3990*

NOTICE OF COMMENCEMENT

A Notice of Commencement must be filed with Clerk of Court, and recorded copy submitted to Building Department prior to first inspection, if the job valuation is greater than \$2,500 (FS Section 713.02(5)).

This does not apply to:

- a direct contract to REPAIR or REPLACE an EXISTING heating or air-conditioning system in the an amount less than \$7,500 (FS Section 713.135(d))
- any political subdivision, agency, or department of the state, a municipality, or other governmental entity.(FS 713.01(23))

FS 713.13(1)(a) specifies that the Notice of Commencement may be provided in one of the two following ways:

- Certified copy of recorded Notice of Commencement
or
- A notarized statement from the owner of the property stating that a Notice of Commencement has been filed for recording to the Monroe County Clerk's Office for recording, along with a copy of the Notice of Commencement submitted for recording.

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

A Notice of Commencement must be filed with Clerk of Court, and recorded copy submitted to Building Department prior to first inspection, if the job valuation is \$2,500 or more (FS Section 713.02(5)). This does not apply to a direct contract to REPAIR or REPLACE an EXISTING heating or air-conditioning system in the an amount less than \$7,500 (FS Section 713.135(d)), or to any political subdivision, agency, or department of the state, a municipality, or other governmental entity.(FS 713.01(23))

PERMIT NO. _____ TAX FOLIO NO: _____

STATE OF FLORIDA, COUNTY OF MONROE

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal description of property: Lot _____ Block _____ Bldg # _____ Unit # _____
Subdivision _____
Street address if available: _____
2. General description of improvement: _____
3. a. Owner(s), or Lessee Contracted for Improvement Name: _____
Address: _____
b. Interest in property: _____
c. Name and address of fee simple titleholder: _____
(if different from Owner listed above): _____
4. a. Contractor's Name: _____ b. Phone number: _____
Address: _____
5. Surety (if applicable, a copy of the payment bond is attached): c. Amount of Bond \$ _____
a. Name: _____ b. Phone number _____
Address: _____
6. a. Lender's Name: _____ b. Phone number: _____
Address: _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes: a. Name: _____
Address: _____
b. Phone numbers of designated persons: _____
8. a. In addition to himself/herself, Owners designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.
b. Phone number of person or entity designated by owner: _____
9. Expiration date of this Notice of Commencement: _____ (the expiration date is 1 year from the date of recording unless a different date is specified).

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

VERIFICATION PURSUANT TO SECTION 92.525, FLORIDA STATUTES

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true, to the best of my knowledge and belief.

Signature(s) of Owner(s) or Lessee, or Owner(s)' or Lessee's Authorized Officer/Director/Partner/Manager
Print Name _____ Title/Office _____
Print Name _____ Title/Office _____

STATE OF _____, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____. By _____

Individually, or as _____ for _____

Personally known, or produced the following type of identification: _____

Signature of Notary Public: _____ Print Name: _____

(SEAL)

Space above reserved for use of recording office.

PREPARED BY (Name and Address):

