

# 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 greater than \$5,000 (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 \$15,000 (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):  
a. Name: \_\_\_\_\_ b. Phone number \_\_\_\_\_  
Address: \_\_\_\_\_  
c. Amount of Bond \$ \_\_\_\_\_
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 after 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 SITE OF THE IMPROVEMENT 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 \_\_\_\_\_

**NOTARY: State of Florida \_\_\_\_\_ County of \_\_\_\_\_**

The foregoing instrument was acknowledged before me, by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year) by \_\_\_\_\_ as the Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_ in the form of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public – State of Florida

My commission expires (SEAL)

Space above reserved for use of recording office.  
PREPARED BY: (Name and Address)

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