HOW TO FILL OUT YOUR NOTICE OF COMMENCEMENT

Completion of Form:

- All information must be typewritten or legibly printed.
- Fill out the **Instrument Prepared By** section at the top left portion of the form (required if notarized in Florida).
    - Must be an individual's name and **NOT** a business name.
    - Must be the complete address with the city, state and ZIP code.
- Fill out the top portion of the form: **STATE, COUNTY** and **PROPERTY CONTROL NUMBER (PCN)/ TAX FOLIO NO. The PCN is available on the Property Appraiser's website at www.pbcpao.gov.**

All applicable item numbers must be completed:

- **Items 1, 2, 3(a), and 4(a) are required and must always be completed**.
- Items 5 through 9 are completed as applicable.

1. **DESCRIPTION OF PROPERTY:** Subdivision and lot, block, etc. or section/township/range & complete address. Legal description can be obtained from the Property Appraiser's website at www.pbcpao.gov. For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached.
2. **GENERAL DESCRIPTION OF IMPROVEMENT:** List the type of work/improvements being done on the property.
3. **OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:** Property owner/lessee of record's full legal name and complete address including city, state and ZIP code.
4. **CONTRACTOR:** Contractor's name and complete address to include city, state and ZIP code. If you are the property owner, and you are acting as a contractor, write **OWNER/BUILDER**.
5. **SURETY:** In case of default, the person(s) will be taking responsibility for the owner's obligations. List guarantor's name, address, phone number and amount of bond. **A copy of the Payment Bond must be attached to the instrument**.
6. **LENDER:** The person(s) or business from which monies are borrowed. List lender's name, complete address and phone number.
7. The person(s) within the State of Florida who the owner has designated to receive notices/documents pertaining to the above-mentioned address. List designated person's name, complete address and phone number.
8. In the instance that a Lienor's Notice is filed, list the person(s) (other than the owner) who will receive a copy of the form. List their name, address and phone number.
9. A Notice of Commencement expires 1 year from the recorded date (unless otherwise specified).

The owner's signature must be notarized before the Notice of Commencement is recorded. The owner or the person who signed must appear before a Notary Public, who must complete the acknowledgment portion of the form and affix her/his seal. The recording office has notary service available, but the owner must come in person to that office if notary service is needed. Official photo ID, such as a current driver's license or other current government-issued photo identification must be presented to the Notary. The charge for notarization is $10.00 per acknowledgement.

Printed Name and Provide Signatory's Title/Office: *THIS MUST BE THE SAME NAME AS LINE 3A OF OWNER OR PERSON WHO IS SIGNING ON BEHALF OF THE BUSINESS/TRUST AND THEIR TITLE TO THE BUSINESS OR TRUST*

Notary Acknowledgement: Must be completely filled out and specify the name of the person signing. The notary seal must not cover any information on the form.

NOTICE OF COMMENCEMENT

Instrument Prepared By:

Items with * are required and must be completed.

*Name: _____

*Address: _____

_____

Permit Number: _____

State of _____ County of _____ *PROPERTY CONTROL NUMBER (PCN)/TAX FOLIO NO.: _____

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. **DESCRIPTION OF PROPERTY** (Legal description of the property & street address) **Legal Description:** _____

_____

*2. **GENERAL DESCRIPTION OF IMPROVEMENT:** _____

3. **OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:**

* a. Name and address: _____

b. Interest in property: _____

c. Name and address of fee simple titleholder (if different from Owner listed above): _____

* 4. a. **CONTRACTOR:** Name & Address _____

b. Phone number: _____

5. **SURETY** (if applicable, a copy of the payment bond is attached): a. Name and address: _____

b. Phone number: _____ c. Amount of bond: $_____

6. a. **LENDER:** Name and address: _____

b. Phone number: _____

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 and address: _____

b. Phone numbers of designated persons: _____

8. a. In addition to himself or herself, Owner 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 notice of commencement (the expiration date will be 1 year after the date of recording unless a different date is specified): _____, 20____.

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 I, 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.

_____ _____

***(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)**

***(Print Name and Provide Signatory's Title/Office)**

*State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or sworn to (or affirmed) by ☐ online notarization

this _____ day of _____, 20_____ by _____,
(name of signer)

as _____ for _____
(type of authority, e.g., officer, trustee, attorney-in-fact) (name of party on behalf of whom instrument was executed)

Personally Known ☐ or Produced Identification ☐ Type of Identification Produced _____

Notary Stamp

_____

***(Signature of Notary Public)**

(Print, Type, or Stamp Commissioned Name of Notary Public)

Rev. 5-13-2025