



NOTICE OF COMMENCEMENT
(Updated April 2019)

State of Florida

Permit Number: _____

County of Charlotte

Tax Folio or Parcel Number: _____

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** (a complete legal description or parcel number; and a complete street address with city/state/zip code, if available): _____
- 2. **General Description of Improvement:** _____
- 3. **Owner Information:**
 - a. **Name:** _____
 - b. **Address:** _____ **City/State/Zip Code:** _____
 - c. **Interest in Property:** _____
 - d. **Name and Address of Fee Simple Title Holder** (if different from the Owner listed above): _____
- 4. **Contractor Information:**
 - a. **Name:** _____ **Phone Number:** _____
 - b. **Address:** _____ **City/State/Zip Code:** _____
- 5. **Surety Information:**
 - a. **Name:** _____ **Phone Number:** _____
 - b. **Address:** _____ **City/State/Zip Code:** _____
 - c. **Bond Amount:** \$ _____
- 6. **Lender Information:**
 - a. **Name:** _____ **Phone Number:** _____
 - b. **Address:** _____ **City/State/Zip Code:** _____
- 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:**
Name/Address/Phone Number: _____
- 8. **In addition to himself/herself, Owner designates the following to receive a copy of Lienor’s Notice as provided in Section 713.13(1)(b) Florida Statutes:**
Name/Address/Phone Number: _____
- 9. **Expiration Date of Notice of Commencement** (the expiration date is one year from the date of recording unless a different date is specified here): _____

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 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.

Under penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature of Owner or Lessee, or Owner’s or Lessee’s Authorized Officer/Director/Partner/Manager

Printed Name

Company Name and Title

State of _____, County of _____ Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____ (name of person making statement), personally known _____ or produced identification _____ type of identification _____.

Signature of Notary Public

Printed or Stamped Commissioned Name of Notary Public