

**Disclaimer: The forms provided on this website are intended only as GUIDELINES and are provided as examples of the type of form that may be used. The Clerk cannot advise whether a form is appropriate for your circumstance. To ensure that you are using the appropriate form and that it is completed correctly, The Clerk recommends that you seek legal counsel.**

**NOTICE OF COMMENCEMENT**

TO BE COMPLETED WHEN CONSTRUCTION VALUE EXCEEDS \$2,500.00  
OR WHEN HEATING OR AIR CONDITIONING REPAIR OR REPLACEMENT EXCEEDS \$7,500.00

PERMIT #: \_\_\_\_\_ TAX FOLIO #: \_\_\_\_\_

State of Florida, County of Indian River, 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 (AND STREET ADDRESS IF AVAILABLE):**

**2. GENERAL DESCRIPTION OF IMPROVEMENT:**

**3.  OWNER INFORMATION or  LESSEE INFORMATION (If Lessee contracted for the improvement)**

- a. Name: \_\_\_\_\_  
Address: \_\_\_\_\_
- b. Interest in property: \_\_\_\_\_
- c. Name and address of fee simple title holder (if other than owner): \_\_\_\_\_

**4. CONTRACTOR:**

- a. Name: \_\_\_\_\_  
Address: \_\_\_\_\_
- b. Phone number: \_\_\_\_\_

**5. SURETY COMPANY (IF Applicable, a copy of the payment bond is attached):**

- a. Name & Address: \_\_\_\_\_
- b. Phone number: \_\_\_\_\_ Bond amount: \_\_\_\_\_

**6. LENDER/MORTGAGE COMPANY:**

- a. Name & 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 & Address: \_\_\_\_\_
- b. Phone number: \_\_\_\_\_ fax number: \_\_\_\_\_

**8. IN ADDITION TO HIMSELF OR HERSELF,**

- a. 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: \_\_\_\_\_

**9. EXPIRATION DATE OF NOTICE OF COMMENCEMENT:** \_\_\_\_\_

(THE EXPIRATION DATE IS ONE (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 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 AUTHORIZED OFFICER/DIRECTOR/PARTNER/MANAGER

\_\_\_\_\_  
SIGNATORY'S TITLE/OFFICE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY:

AS \_\_\_\_\_ FOR \_\_\_\_\_

NAME OF PERSON TYPE OF AUTHORITY

NAME OF PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED

PERSONALLY KNOWN OR  PRODUCED IDENTIFICATION TYPE OF IDENTIFICATION PRODUCED \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
NOTARY PRINTED NAME

\_\_\_\_\_  
NOTARY SEAL