

**INSTRUCTIONS FOR COMPLETION AND RECORDING
OF NOTICE OF COMMENCEMENT**

Completion of Form:

- ! All information must be typewritten or **legibly** printed.
- ! All applicable line numbers must be completed. Items 1, 2 and 3 are **always** to be filled in. Items 4 thru 9 are completed as applicable. For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached. Should line #5 apply, a copy of the Payment Bond must be attached to the instrument when it is recorded.
- ! The owner (of the property) must sign the Notice of Commencement, and **no one else may be permitted to sign in his stead**. (Per 713.13 Florida Statutes).
- ! The owner who signed must appear before a Notary Public, who must complete 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 \$2.00 per name acknowledged.
- ! At the bottom of the form, type or print the name and address of the party to whom the recorded Notice is to be returned.

Recording Information:

- ! Count the total number of pages in the document. [Click here for fee information.](#)
- ! If you require a certified copy to post on the job, then include an additional \$1.50 for certification and a self-addressed, stamped envelope for the certified copy to be sent to you. **If you need the certified copy right away, you should go in person to the recording office.**
- ! Prepare your check payable to "Board of County Commissioners" according to the fees set out above. If you are unsure of the fees and are recording in person, wait till you get to the recording office to complete your check.
- ! Walk-in address: Broward County Governmental Center, 115 S Andrews Avenue, Room 114
- ! Hours of operation: 7:30 to 5:00 Monday through Friday
- ! Telephone Number: (954) 357-7281
- ! Mailing address: County Records Division, Recording Section
Post Office Box 14668
Fort Lauderdale, FL 33302

NOTICE OF COMMENCEMENT

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 :

:this space reserved for recorder

1. Legal Description of Property: Lot _____ Block _____ Unit # _____ Bldg # _____ Lengthy legal attached
Subdivision / Condominium: _____
Street Address if available: _____
2. General description of Improvement : _____
3. a. Owner name and address: _____
b. Interest in property: _____
c. Name and address of fee simple titleholder (if other than Owner): _____
4. a. Contractor name and address: _____
b. Contractor's phone number: _____
5. a. Surety name and address: _____
b. Surety's phone number: _____
c. Amount of bond: \$ _____
6. a. Lender name and address: _____
b. Lender's phone number: _____
7. a. 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: _____
b. Phone number: _____
8. a. In addition to himself or herself, the Owner designates _____ to receive a copy of Lienor's Notice per Section 713.13(1)(b), Florida
b. Phone number of person or entity designated by owner _____
9. Expiration date of 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 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.

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

By _____	By _____
Print Name _____	Print Name _____
Title/Office _____	Title/Office _____

STATE OF FLORIDA
COUNTY OF BROWARD

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)

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 Owner(s)' Authorized Officer/Director/Partner/Manager who signed above:

By _____ By _____