

**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.
- ! Please make sure you read the Warning to Owner. The owner (of the property) must sign in two (2) places on the Notice of Commencement, or the Owner's Authorized Officer / Director / Partner / Manager. (Per 713.13 Florida Statutes).
- ! The owner or the person 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 \$10.00 per acknowledgement.
- ! The owner or the person who signed must also sign under the Verification Pursuant to Section 92.525 of the Florida Statutes, indicating that they have read the foregoing instrument and declare that the facts stated in it are true. At the bottom of this form please type or print the name and address of the party to whom the recorded Notice is to be returned. If you're mailing in your Notice of Commencement, please include a self-addressed stamped envelope.

**Recording Information:**

- ! Count the total number of pages in the document. Fees are \$10.00 for the first page and \$8.50 for each additional page of the same document.  
  
If you require a certified copy to post on the job, then include an additional \$1.00 for each page of the document and \$2.00 for certification of each document. **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 until 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 given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

PERMIT NUMBER: \_\_\_\_\_

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) TAX FOLIO NO. \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ BLOCK \_\_\_\_\_ TRACT \_\_\_\_\_ LOT \_\_\_\_\_ BLDG \_\_\_\_\_ UNIT \_\_\_\_\_

2. GENERAL DESCRIPTION OF IMPROVEMENT: \_\_\_\_\_

3. OWNER INFORMATION: a. Name \_\_\_\_\_

b. Address \_\_\_\_\_ c. Interest in property \_\_\_\_\_

Name and address of fee simple titleholder (if other than Owner) \_\_\_\_\_

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER: \_\_\_\_\_

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT: \_\_\_\_\_

6. LENDER'S NAME, ADDRESS AND 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:  
NAME, ADDRESS AND PHONE NUMBER: \_\_\_\_\_

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:  
NAME, ADDRESS AND PHONE NUMBER: \_\_\_\_\_

9. Expiration date of notice of commencement (the expiration date is 1 year from 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 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 of Owner or  
Owner's Authorized Officer/Director/Partner/Manager

\_\_\_\_\_  
Print Name and Provide Signatory's Title/Office

State of Florida  
County of Broward

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_, who is personally known \_\_\_\_\_ or produced the following type of identification: \_\_\_\_\_

Notary

\_\_\_\_\_  
(Signature of Notary Public)

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).