



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

This instrument prepared by:

Name _____
Address _____
Permit # _____ Folio # _____

NOTICE OF COMMENCEMENT

State of Florida
County of Broward

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. Property Legal Description Lot Unit _____ Block Bldg _____
Subdivision/Condominium _____

() Lengthy Legal, please see description attached hereto

space above reserved for use of recording office.

2. General Description of Improvement: _____

3. Property Owner Name: _____
Mailing Address: _____
and interest in property: _____
Name/ mailing address of fee simple title holder if other than owner: _____

4. Contractor name: _____
Address: _____
Phone Number: _____ Fax#: (optional- if service by fax is acceptable) _____

5. If Surety Bond, Name: _____
and address of Surety: _____
and amount of Bond: \$ _____ (Copy of bond **must** be attached to this Notice at time of recording)
Phone Number: _____ Fax#: (optional- if service by fax is acceptable) _____

6. Lender name: _____
Address: _____
Phone Number: _____ Fax#: (optional- if service by fax is acceptable) _____

7. Persons within the State of Florida (names and addresses) designated by property 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: _____ Fax#: (optional- if service by fax is acceptable) _____

8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided by Section 713.13(1)(B), Florida Statutes:
Name: _____
Address: _____
Phone Number: _____ Fax#: (optional- if service by fax is acceptable) _____

9. Expiration date of this : _____ (Expires one year from date recorded unless a different date is specified)

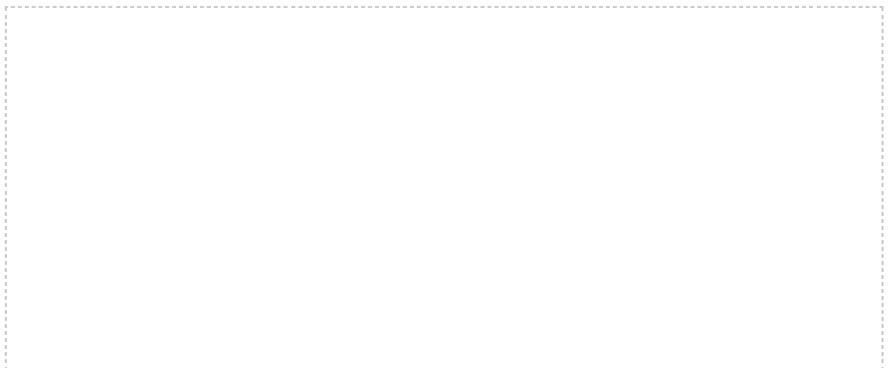
Owner signature: _____ Owner signature: _____
Printed name: _____ Printed name: _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____, _____, by:

personally known to me or produced _____ as identification.

Notary signature: _____ My commission expires: _____
Printed name: _____

seal:



space above this line reserved for use of the recording office

Name _____

Return recorded document to: ↗ Address _____