

NOTICE OF COMMENCEMENT

Permit No. _____

Parcel ID/Tax Folio No. _____

State of Florida, County of Duval

THE UNDERSIGNED hereby give notice that the improvement will be made to certain real property in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property (legal description of property and address if available):

2. General Description of improvements:

3. Owner Information:
 - a) Name and Address: _____
 - b) Interest in property: _____
 - c) Name and address of simple titleholder (if other than owner):

4. Contractor Information:
 - a) Name and Address: _____
 - b) Phone Number: _____
5. Surety Information:
 - a) Name and Address: _____
 - b) Phone Number: _____
 - c) Amount of Bond: \$ _____
6. Lender Information:
 - a) Name and Address: _____
 - b) Phone Number: _____
7. Person within the State of Florida designated by owner upon whom notices or other documents may be served as provided by 713.13 (1)(a) 7, Florida Statutes:
 - a) Name and Address: _____
 - b) Phone Numbers of Designated Person: _____
8. In addition to himself/herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.
 - a) Name and Address: _____
 - b) Phone Number of person or entity designated by owner: _____
9. Expiration date of Notice of Commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 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 penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager Signatory's Printed Name & Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____ as _____ for _____.
(Name of Person) (Type of Authority, i.e. Officer/Attorney) (Name of Party Instrument was Executed for)

NOTARY PUBLIC, STATE OF FLORIDA
Print Name: _____
 Personally Known
 Identification/Type: _____

(Affix Notary Seal Above)

GENERAL INSTRUCTIONS FOR FILING A NOTICE OF COMMENCEMENT

In accordance with Section 713.135(d) of the Florida Statutes, a "Notice of Commencement" must be filed with the Clerk of the Court (County Records Division) prior to the commencement of a construction project of more than \$2500.00, or \$7500.00 for a direct contract to repair or replace an existing heating or air conditioning system, and a certified copy of the Notice of Commencement, must be posted at the jobsite.

This notice contains detailed information about the project such as property owner, financial institution, jobsite address, contractor, etc., and protects the property owner's title to the property.

Duval County Clerk of Court Office Locations

<u>Location</u>	<u>Address</u>	<u>Directions</u>	<u>Hours</u>
Downtown Courthouse (904) 255-2000	501 W. Adams St	Downtown Jacksonville on West Adams St. between Pearl and Broad Streets	8:00am - 5:00pm
Beaches Branch (904) 255-2000	1543 Atlantic Blvd Neptune Beach	Located in the east corner of Tradewinds Plaza near the Duval County Tax Collector's Office	8:00am - 4:30pm

Fees for Recording Documents - Effective June 1, 2004

- First Page of Document - \$10.00
- Each additional page - \$8.50