

Where to file a Notice of Commencement:  
Orange County Recording Department  
109 E. Church St. #300 Orlando, FL  
(407) 836-5115 Hours 7:30am – 4:30pm

Tax Folio No. \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

THE UNDERSIGNED hereby gives notice that improvement(s) 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. Description of Property: (legal description of property, and street address, if available)
2. General description of improvement:
3. Owner information
  - a. Name and address:
  - b. Interest in property:
  - c. Name and address of fee simple titleholder (if other than owner):
4. Contractor
  - a. Name and address:
  - b. Phone numbers;
5. Surety
  - a. Name and address:
  - b. Amount of bond \$ \_\_\_\_\_
  - c. Phone number
6. Lender
  - a. Name and 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 and address:
    - b. Phone number:
8. In addition to himself, Owner designates the following person(s) 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:
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 1, 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 Office/Director

Signato

ry's Title/Office \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
(name of Person) as \_\_\_\_\_ (type of authority, ...e.g. officer, trustee, attorney in fact) for  
\_\_\_\_\_ (name of party on behalf of whom instrument was executed).

\_\_\_\_\_  
Signature of Notary Public-State of Florida

(Print, type, or stamp commissioned name of Notary Public)

Personally Known \_\_\_\_\_ OR Produced ID \_\_\_\_\_  
Type of ID produced \_\_\_\_\_

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 of Natural Person Signing Above