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How to Complete Your Florida Notice of Commencement

Notice of Commencement (Section 713.13, Florida Statutes)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. Florida requires property owners to record a **Notice of Commencement** before starting most improvements, such as a roof, pool, or remodel, when the cost exceeds the statutory threshold. Your building department will usually require it before the first inspection. This form follows the statutory form in section 713.13(1)(d).

1. **Fill in the permit and property**
   Enter the building permit number, tax folio (parcel) number, legal description, and street address. Lines 1, 2, and 3 must always be completed.
2. **Owner, contractor, surety, and lender**
   Enter the owner's name, address, and interest in the property, the contractor's information, and the surety and lender, if any. If there is a payment bond, attach a copy.
3. **Designate who receives notices (optional)**
   You may name a person in Florida to receive notices for you, and someone in addition to yourself to receive copies of lienors' notices.
4. **Owner signs in front of a notary**
   Florida law requires the owner to sign; no one else may sign in the owner's place. The signer also signs the verification under penalty of perjury. Bring a government-issued photo ID. Our notary comes to your home or job site.

After It's Signed

- Record the signed and notarized notice with the Clerk of the Circuit Court in the county where the property is located.
- Post a certified copy, or a notarized statement that it was filed with a copy, at the job site before the first inspection.
- The notice expires one year after recording unless you state a different date. Payments made after it expires can be improper payments that may make you pay twice.
- When the work is finished and everyone is paid, you can end the notice early with our Notice of Termination form.

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Have questions about this document? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**. Main headquarters: 2315 Capitol Avenue, Sacramento, CA 95816.

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed Florida attorney. © 2026 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

This instrument was prepared by and, after recording, return to:

Name

Street address

City, state, ZIP

Space reserved for the Clerk of the Circuit Court

Permit No.

Tax Folio No.

NOTICE OF COMMENCEMENT

(Section 713.13, Florida Statutes)

State of

County of

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. Description of property (legal description of the property, and street address if available):

Street address

2. General description of improvement:

Description

3. Owner information or Lessee information if the Lessee contracted for the improvement:

a. Name and address

b. Interest in property

c. Name and address of fee simple titleholder (if different from Owner listed above)

Owner's initials: _____

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4. Contractor:

a. Name and address

b. Contractor's phone number

5. Surety (if applicable, a copy of the payment bond is attached):

a. Name and address

b. Phone number

c. Amount of bond $

6. Lender:

a. Name and address

b. Lender's 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 numbers of designated persons

8. a. 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

of (address)

b. Phone number

9. Expiration date of notice of commencement (the expiration date will be 1 year after the date of recording unless a different date is specified):

Expiration date

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 SITE OF THE IMPROVEMENT 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.

X

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

Printed name

Signatory's Title/Office

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.

X

Signature of natural person signing above

Printed name

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NOTARY ACKNOWLEDGMENT

State of

County of

The foregoing instrument was acknowledged before me by means of

physical presence or

online notarization,

this day of

month

year

by (name of person signing)

as (type of authority, e.g. officer, trustee, attorney in fact)

for (name of party on whose behalf the instrument was executed)

Personally Known OR

Produced Identification

Type of identification produced

X

Signature of Notary Public

(Notary seal)

Print, type, or stamp commissioned name of Notary Public

Commission number

Commission expires

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