

# HOW TO FILL OUT YOUR NOTICE OF COMMENCEMENT

## Completion of Form:

- All information must be typewritten or legibly printed.
- Fill out the **Instrument Prepared By** section at the top left portion of the form (required if notarized in Florida).
  - Must be an individual's name and **NOT** a business name.
  - Must be the complete address with the city, state and ZIP code.
- Fill out the top portion of the form: **STATE**, **COUNTY** and **PROPERTY CONTROL NUMBER (PCN)/ TAX FOLIO NO.** The PCN is available on the Property Appraiser's website at [www.pbcpa.gov](http://www.pbcpa.gov).

All applicable item numbers must be completed:

- **Items 1, 2, 3(a), and 4(a) are required and must always be completed.**
  - Items 5 through 9 are completed as applicable.
1. **DESCRIPTION OF PROPERTY:** Subdivision and lot, block, etc. or section/township/range & complete address. Legal description can be obtained from the Property Appraiser's website at [www.pbcpa.gov](http://www.pbcpa.gov). For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached.
  2. **GENERAL DESCRIPTION OF IMPROVEMENT:** List the type of work/improvements being done on the property.
  3. **OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:** Property owner/lessee of record's full legal name and complete address including city, state and ZIP code.
  4. **CONTRACTOR:** Contractor's name and complete address to include city, state and ZIP code. If you are the property owner, and you are acting as a contractor, write **OWNER/BUILDER**.
  5. **SURETY:** In case of default, the person(s) will be taking responsibility for the owner's obligations. List guarantor's name, address, phone number and amount of bond. **A copy of the Payment Bond must be attached to the instrument.**
  6. **LENDER:** The person(s) or business from which monies are borrowed. List lender's name, complete address and phone number.
  7. The person(s) within the State of Florida who the owner has designated to receive notices/documents pertaining to the above-mentioned address. List designated person's name, complete address and phone number.
  8. In the instance that a Lienor's Notice is filed, list the person(s) (other than the owner) who will receive a copy of the form. List their name, address and phone number.
  9. A Notice of Commencement expires 1 year from the recorded date (unless otherwise specified).

**The owner's signature must be notarized before the Notice of Commencement is recorded.** The owner or the person who signed must appear before a Notary Public, who must complete the 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.

**Printed Name and Provide Signatory's Title/Office:** *THIS MUST BE THE SAME NAME AS LINE 3A OF OWNER OR PERSON WHO IS SIGNING ON BEHALF OF THE BUSINESS/TRUST AND THEIR TITLE TO THE BUSINESS OR TRUST*

**Notary Acknowledgement:** Must be completely filled out and specify the name of the person signing. The notary seal must not cover any information on the form.

**NOTICE OF COMMENCEMENT**  
Items with \* are required and must be completed.

Instrument Prepared By: \_\_\_\_\_

\*Name: \_\_\_\_\_

\*Address: \_\_\_\_\_  
\_\_\_\_\_

Permit Number: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_ \*PROPERTY CONTROL NUMBER (PCN)/TAX FOLIO NO.: \_\_\_\_\_

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 & street address) **Legal Description:** \_\_\_\_\_  
\_\_\_\_\_

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

**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): \_\_\_\_\_

\* 4. a. **CONTRACTOR:** Name & Address \_\_\_\_\_

b. 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. a. **LENDER:** 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 numbers of designated persons: \_\_\_\_\_

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

b. Phone number of person or entity designated by Owner: \_\_\_\_\_

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): \_\_\_\_\_, 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 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.

\_\_\_\_\_  
\*(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

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

\*State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or sworn to (or affirmed) by  online notarization

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_,  
(name of signer)

as \_\_\_\_\_ for \_\_\_\_\_  
(type of authority, e.g., officer, trustee, attorney-in-fact) (name of party on behalf of whom instrument was executed)

Personally Known  or Produced Identification  Type of Identification Produced \_\_\_\_\_

**A Notice of Commencement is required for the construction of, improvements to, or alteration or repair to real property. The property owner must sign the Notice of Commencement and no one else may be permitted to sign in his or her stead.**

**The Notice of Commencement shall be recorded in the office of the Clerk where the real property is located. See Florida Statute 713 for detailed information, including posting requirements.**

**If the direct contract is greater than \$5,000, the applicant shall file with the issuing authority prior to the first inspection a *certified copy* of the *recorded* notice of commencement.**

**If the direct contract is greater than \$15,000, to repair or replace an existing heating or air-conditioning system, the applicant shall file with the issuing authority prior to the first inspection a *certified copy* of the *recorded* notice of commencement.**

**Same Day Recording**, Except for designated holidays:

Present documents in person at the following locations, Monday - Friday, 8 a.m. - 4 p.m.

**Main Courthouse**

Recording Department  
205 N. Dixie Highway, Room 4.2500  
West Palm Beach, FL 33401

**South County Courthouse**

200 W. Atlantic Ave.  
Delray Beach

**North County Courthouse**

3188 PGA Blvd.  
Palm Beach Gardens

**West County Courthouse**

2950 State Road 15, Room S-100  
Belle Glade

**Royal Palm Beach Branch**

200 Civic Center Way, Ste. 400  
Royal Palm Beach

**Palm Beach County Planning, Zoning & Building**

Vista Center  
2300 N Jog Road, 1st Floor  
West Palm Beach

***Available on Wednesdays***

*Payment is accepted by credit card only at this location*