



Office of Building Services

NOTICE OF COMMENCEMENT

315 West Main St., Tavares, FL 32778 · PO Box 7800
Phone (352)343-9653 · Website www.lakecountyfl.gov

Please review the items listed below before completing the Notice of Commencement Form

- ❖ **Legal Description** - You can put the alternate key number here instead of filling out the complete legal description.
Street Address: Please enter the job site street address
- ❖ **General Description of Improvement** - Need the job description of the work being performed. Do not put new structure, we need to know what type of structure, example single family residence, mobile home, garage, screen room, etc.
- ❖ **Owner's Information or Lessee Information** - Owner's names need to match the warranty deed or property record card. If the deed is in more than one name, then all names must be listed as owner. (Only one person will need to sign the notice of commencement).

If Lessee information is entered please make sure the name matches the lease agreement.

- ❖ **Contractor Information** - Enter the name and address of the contractor, if the homeowner is performing the work then enter Owner.
- ❖ **Signature Section**
 - Signature of Owner or Lessee, or Owner's or Lessee's authorized Officer/Director/Partner/Manager--**
Please have an authorized person sign. If in an individual name, anyone listed in section 3 as owner can sign. If in a company name, the person signing must be authorized to sign the Notice of Commencement.
 - Signatory's Title/Office** - If the person signing is the owner of the property write owner.
If the property is in a company name have the authorized signer enter their title... President, Officer, Partner, Manager, etc. (Cannot be left blank)

- ❖ **Please make sure the Notary acknowledgement section is fully completed.**

Date - the date the document is notarized

By - The name of the person signing the Notice of Commencement

Type of authority - Signers title... owner, president, manager, etc.

For - Name of the company or the owner's name.

Type of identification - cannot be blank, must show type of identification presented or circle personally known.

After recording, return to: _____

Permit No: _____

Tax Folio No: _____

Notice of Commencement State of Florida | County of Lake

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 the Property: *(legal description of the property and street address if available)*

Legal Description _____

Street Address _____

2. General Description of Improvement _____

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name _____

Address _____

Interest in Property _____

Name & Address of fee simple titleholder *(if different than owner)*: _____

4. Contractor Information _____

Name _____ Phone Number _____

Address _____

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

Name _____ Phone Number _____

Address _____ Amount of Bond \$ _____

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:

Name _____ Phone Number _____

Address _____

8. In addition to himself or herself, Owner designates _____ Of _____

to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes. Phone Number _____

9. Expiration date of notice of commencement *(the expiration date will be 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 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*

Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____, by _____ who is personally known or produced _____ as type of identification.

Signature of Notary Public – State of Florida (print, type or stamp commissioned name of Notary Public)