# NOTICE OF COMMENCEMENT

**A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION**

PERMIT NO. _____ TAX FOLIO NO. _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

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. Legal description of property and street address:_____

_____

_____

2. General description of improvement:_____

_____

3. Owner(s) name and address:_____

_____

Interest in property:_____

Name and address of fee simple titleholder (if other than owner):_____

_____

4. Contractor's name, address, and phone number:_____

_____

5. Surety: (Payment bond required by owner from contractor, if any)

Name and address:_____

Amount of bond: $_____

6. Lender's name, address, and 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:

Name, address, and phone number:_____

_____

8. In addition to himself or herself, 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:

Name, address, and phone number:_____

_____

9. Expiration date of the 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 Officer/Director/Partner/Manager Signatory's Title/Office

_____

Print Name

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

Personally Known _____ OR Produced Identification _____ Type of Identification Produced: _____

_____

Signature of Notary Public – State of Florida

Print, Type, or Stamp
Commissioned Name
of Notary Public:_____

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

**Turn Over for Instructions**

# INSTRUCTIONS FOR COMPLETING AND RECORDING A NOTICE OF COMMENCEMENT

Completion of Form:

- All information must be typewritten or legibly printed.
- All applicable line numbers must be completed. Items 1, 2, and 3 are always to be filled in. Items 4 through 9 are to be completed as applicable. For lengthy descriptions, attach a separate page and indicate on the form that the legal description is attached. Should line 5 apply, a photocopy of the Payment Bond must be attached to the instrument when recorded.
- The property owner or owner's authorized agent must sign in the presence of a Notary Public, who must then complete the acknowledgement portion of the form and affix notary public's seal. The Miami-Dade County Recorder's Office does not have notaries that may provide this service. This portion needs to be completed before hand.

Recording Information:

- Prepare a self-addressed, stamped envelope with the name and address of whom the recorded notice is to be returned.
- Count the total number of pages in the document. Fees are $10.00 for the first page and $8.50 for subsequent pages.
- Your document takes about four to six weeks to process and return, should you need it any sooner you may walk it in and take a certified copy that same day.
- Payments are accepted in the form of Cash, Certified or Cashier's Check, or Money Order made payable to the Clerk of Courts. MasterCard and Visa are accepted subject to a $15.00 minimum.

- Walk in Address: Miami-Dade County Recorder Office
  22 NW 1 Street
  Miami, Florida 33128

- Hours of Operation: 9:00 a.m. – 4:00 p.m.

- Telephone: (305) 275-1155
  Press 1 for English, 2 for Spanish, then;
  Press 6 for Recorder Office, then;
  Press 1 for Documents, then;
  Press 0 for Operator

- Mailing Address: Miami-Dade County Recorder Office
  P.O. Box 011711
  Flagler Station
  Miami, Florida 33101


8401 NW 53rd Terrace, 2nd Floor, Doral, Florida 33166 Tel.:(305) 593-6700 Facsimile: (305) 593-6614 Website: www.cityofdoral.com