

Permit No. \_\_\_\_\_

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

**NOTICE OF COMMENCEMENT**

STATE OF FLORIDA,  
COUNTY OF BREVARD.

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: \_\_\_\_\_
- 2. General description of improvement: \_\_\_\_\_
- 3. Owner information:
  - a. Name and address: \_\_\_\_\_
  - b. Interest in property: \_\_\_\_\_
  - c. Name and address of fee simple titleholder: \_\_\_\_\_
- 4. Contractor:
  - a. Name and address: \_\_\_\_\_
  - b. Phone number: \_\_\_\_\_
- 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.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 may not be before the completion of construction and final payment to the contractor, but will be 1 year of 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 WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

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

Signatory's Title/Office \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year) 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  
Commission Number

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



**BUILDING DIVISION**  
120 Malabar Road, S.E., Palm Bay, FL 32907  
Phone: (321) 953-8924 • Fax: (321) 953-8925

**AFFIDAVIT OF NOTICE OF COMMENCEMENT FILING**

I, \_\_\_\_\_  
(Owner/Contractor - Please Print)

of \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State)

hereby certify the attached is a copy of the Notice of Commencement that is being filed with the Clerk of the Circuit Court for the improvement as noted: \_\_\_\_\_

\_\_\_\_\_  
(Please specify the improvement/work)

as permitted by City of Palm Bay

\_\_\_\_\_  
**OWNER/CONTRACTOR SIGNATURE**

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Stamp & Seal