

Permit Number: _____
 Folio/Parcel ID #: _____
 Prepared by: _____

 Return to: _____

NOTICE OF COMMENCEMENT

State of Florida, County of Orange

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) _____
2. **General description of improvement** _____
3. **Owner information or Lessee information if the Lessee contracted for the improvement**
 Name _____
 Address _____
 Interest in Property _____
Name and address of fee simple titleholder (if different from Owner listed above)
 Name _____
 Address _____
4. **Contractor**
 Name _____ Telephone Number _____
 Address _____
5. **Surety** (if applicable, a copy of the payment bond is attached)
 Name _____ Telephone Number _____
 Address _____ Amount of Bond \$ _____
6. **Lender**
 Name _____ Telephone Number _____
 Address _____
7. **Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by §713.13(1)(a)7, Florida Statutes.**
 Name _____ Telephone Number _____
 Address _____
8. **In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in §713.13(1)(b), Florida Statutes.**
 Name _____ Telephone Number _____
 Address _____
9. **Expiration date of notice of commencement** (the expiration date will be 1 year from the date of recording ~~XXXXXX~~ 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.

 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 this _____ day of _____, _____
 as _____ for _____
 Type of authority, e.g., officer, trustee, attorney in fact 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

Personally Known _____ OR Produced ID _____
 Type of ID Produced _____



Notice of Commencement Recording Information

The Notice of Commencement must be recorded in the Orange County Comptroller's Office located downtown Orlando.

Location Address:

109 E. Church Street. Ste. 300
Orlando, Florida 32801
Corner of Church Street and Magnolia Avenue
Hours: 7:30am – 4:30pm Monday-Friday
407.836.5115

A certified* copy of the Notice of Commencement is required; the certified copy of the notice of commencement must contain the following:

Items 1, 2 and 3 must be filled in. Items 4-9 only if applicable.

Item # 1 Description of property (**address of property being improved, parcel Id. legal description if available**)

Item # 2 General description of improvement

Item # 3 Owner information (**name, address, interest of property**)

The owner or the person authorized as agent to sign must appear before a Notary Public, the Building Division has a notary available however; the owner must come in person 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.

You will be required to present a certified copy of the recorded Notice of Commencement to obtain a permit and/or prior to the first inspection, in accordance with Section 713.13 of the Florida State Statutes.

The Building Division of the City of Ocoee is located at:

150 N. Lakeshore Drive
Ocoee, Florida 34761
407.905.3104

**Copy of the original document stamped with red ink, signed by the recording clerk at the comptroller's office.*