In accordance with Section 713.13 (1) (h) of the Florida Statutes, a Notice of Commencement is required for the construction of, improvements to, alteration of or repair of real property. The Notice of Commencement must be recorded with Broward County Records, Taxes and Treasury Division, or in the office of the clerk where the real property is located.

E-Recording or In-Person Recording a Notice of Commencement

1. Complete the Notice of Commencement Form.
   - All information must be typewritten or legibly printed.
   - Lines 1, 2 and 3 must always be filled in. Items 4 through 9 are completed as applicable. For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached.
   - If line 5 applies, a copy of the Payment Bond must be attached to the instrument when it is recorded.
   - Be sure to read the Warning to Owner. The owner (of the property) must sign in two places on the Notice of Commencement, or the Owner's Authorized Officer/Director/Partner/Manager.
   - The owner or the person who signed must also sign under the Verification Pursuant to Section 92.525 of the Florida Statues, indicating that they have read the foregoing instrument and declare that the facts stated in it are true. At the bottom of the form please type or print the name and address of the party to whom the recorded Notice is to be returned.
2. The owner or person who signed must appear with the completed form before a Notary Public, who must complete the acknowledgment portion of the form and affix his or her seal. You can get the form notarized at the offices of the Broward County Records, Taxes and Treasury Division. The owner must appear in person, and present official photo ID, such as a current driver's license or other current government-issued photo identification, to the Notary. The fee is $10 per acknowledgement.
3. To calculate recording fees due, count the total number of pages in the document. The fee is $10 for the first page and $8.50 for each additional page of the same document. If you require a certified copy to post on the job site, include an additional $1 for each page of the document and $2 for certification of each document. If you are unsure of the fees and wish to record your document in person, wait until you get to the recording office to complete your check. If you need the certified copy right away, you should go in person to the recording office. If you mail in your Notice of Commencement, please include a self-addressed, stamped envelope for the return of your recorded documents.
4. Make checks payable to "Board of County Commissioners."
5. **Electronically** record the documents within minutes at:

   Governmental Center West
   1 N. University Drive
   Plantation, FL 33324

   Notice of Commencement Services are available Monday-Friday from 8AM to 1PM and 2 to 4PM.

   Or mail to:
   Broward County Records, Taxes and Treasury Division
   ATTN: Recording Section
   P.O. Box 14668
   Fort Lauderdale, FL 33302

   Or deliver in person to either our Fort Lauderdale or Plantation location:

6. Broward County Records, Taxes and Treasury Division
   Broward County Governmental Center Room 114
   115 S. Andrews Ave.
   Fort Lauderdale, FL 33301
   Open Monday through Friday, 7:30 a.m. to 5:00 p.m.

Terminating a Notice of Commencement

An owner may terminate the period of effectiveness of a Notice of Commencement, after completion of construction, or after construction ceases before completion and all contractors and sub-contractor's (lienors) have been paid, by filing a Notice of Termination of Notice of Commencement.

AFTER RECORDING – RETURN TO:

PERMIT NUMBER:

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statues the following information is provided in the Notice of Commencement.

1. **DESCRIPTION OF PROPERTY** (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

_____

2. **GENERAL DESCRIPTION OF IMPROVEMENT:**

_____

3. **OWNER INFORMATION:** a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. **CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:**

_____

_____

5. **SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:**

_____

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 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 notice of commencement (the expiration date is 1 year from 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 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 — **Print Name and Provide Signatory's Title/Office**

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

By _____, as _____
(name of person) (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 the following type of identification: _____

Notary

_____
(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____