

**NOTICE OF COMMENCEMENT**

STATE OF FLORIDA Permit No. \_\_\_\_\_  
COUNTY OF SARASOTA Tax Folio No. \_\_\_\_\_

The undersigned hereby gives notice that improvements will be made to real property and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

Legal description of property (*include street address, if available*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This Space Reserved for Recording**

General description of improvements: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Owner's interest in site of the improvement: \_\_\_\_\_

Fee simple title holder (*if other than owner*): \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Surety: \_\_\_\_\_

Address: \_\_\_\_\_ Amount of Bond: \_\_\_\_\_

Any person making a loan for the construction of the improvements:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Person within the State of Florida designated by owner upon who notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

In addition to himself, owner designates \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ to receive a copy of Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Expiration date of Notice of Commencement (*the expiration date is one year from the date of recording unless a different date is specified*): \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Owner

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification, and who did take an oath.

This document prepared by:

\_\_\_\_\_  
Signature - Notary Public/Deputy Clerk

\_\_\_\_\_  
Printed Name Notary Public/Deputy Clerk

## **Notice of Commencement Instructions**

- Complete the NOC form, sign and have notarized (NOCs are not required for contracts less than \$2,500.00).
- NOCs are required for A/C Replacements for contracts \$7,500.00 and over.
- Record original document either at the Clerk of Circuit Court office, 2000 Main Street, Sarasota or 4000 S. Tamiami Trail, Venice.
- Submit a **copy** of the recorded NOC to Planning and Development Services, 1001 Sarasota Center Blvd, Sarasota (Fax 941-861-6471) or 4000 S. Tamiami Trail, Venice (Fax 941-861-3282), as applicable.
- Post the sealed original at the Job Site.