

INSTRUCTIONS FOR COMPLETION AND RECORDING OF 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 thru 9 are completed as applicable. For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached. Should line #5 apply, a copy of the Payment Bond must be attached to the instrument when it is recorded.
- ! Please make sure you read the Warning to Owner. The owner (of the property) must sign in two (2) places on the Notice of Commencement, or the Owner's Authorized Officer / Director / Partner / Manager. (Per 713.13 Florida Statutes).
- ! The owner or the person who signed must appear before a Notary Public, who must complete acknowledgment portion of the form and affix her/his seal. The recording office has notary service available, but the owner must come in person to that office 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. The charge for notarization is \$10.00 per acknowledgement.
- ! The owner or the person who signed must also sign under the Verification Pursuant to Section 92.525 of the Florida Statutes, indicating that they have read the foregoing instrument and declare that the facts stated in it are true. At the bottom of this form please type or print the name and address of the party to whom the recorded Notice is to be returned. If you're mailing in your Notice of Commencement, please include a self-addressed stamped envelope.

Recording Information:

- ! Count the total number of pages in the document. Fees are \$10.00 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, then include an additional \$1.00 for each page of the document and \$2.00 for certification of each document. **If you need the certified copy right away, you should go in person to the recording office.**
- ! Prepare your check payable to "Board of County Commissioners" according to the fees set out above. If you are unsure of the fees and are recording in person, wait until you get to the recording office to complete your check.
- ! Walk-in address: Broward County Governmental Center, 115 S Andrews Avenue, Room 114
- ! Hours of operation: 7:30 to 5:00 Monday through Friday
- ! Telephone Number: (954) 357-7281
- ! Mailing address: County Records Division, Recording Section
Post Office Box 14668
Fort Lauderdale, FL 33302