



FLORIDA NOTICE CORPORATION  
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 www.floridanotice.com

OFFICE USE ONLY	
NOTICE NO:	_____
CHARGE:	_____
CLIENT NO:	_____
ORBY	_____
COPY 1:	_____
COPY 2:	_____
COPY 3:	_____
COPY 4:	_____

**REQUEST FOR  
 NOTICE TO OWNER/PRELIMINARY NOTICE**

DATE OF REQUEST: \_\_\_\_\_ FIRST DAY ON JOB: \_\_\_\_\_

YOUR CUSTOMER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT/JOB NAME: \_\_\_\_\_

SPECIFIC JOB ADDRESS: \_\_\_\_\_

MATERIAL/SERVICES: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

**LEGAL DESCRIPTION (If Available)**

SUBDIVISION NAME: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAT BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_

NOTICE OF COMMENCEMENT INFO: \_\_\_\_\_ OR BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_ PHONE: \_\_\_\_\_  
 (Required on PUBLIC Projects)  
 ADDRESS: \_\_\_\_\_

**SURETY (Bonding Company) :** \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**LENDER (Bank) :** \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**OWNER:** \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

Please prepare and attempt to serve a Notice to Owner by Certified Mail, Return Receipt Requested, based on the information we have furnished above. We understand that you may or may not be able to determine who to send additional copies to but that you will send additional copies by Certified Mail, Return Receipt Requested, where possible.

FLORIDA NOTICE CORPORATION AND THE UNDERSIGNED FIRM, BY THE SUBMISSION OF THIS REQUEST, AGREE TO AND INTEND TO BE BOUND BY THE TERMS HEREOF INCLUDING THE TERMS OF AGREEMENT ON THE REVERSE SIDE OF THIS FORM, WHICH ARE MADE A PART OF THIS REQUEST. SEE REVERSE SIDE FOR TERMS AND CONDITIONS. SUBMISSION OF A FACSIMILE OR OTHER COPY OF THIS FORM SHALL NOT RELIEVE THE UNDERSIGNED OF ITS DUTY UNDER THE TERMS AND CONDITIONS REFERRED TO HERE.

**YOUR COMPANY NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_