

EVICTION CHECK LIST

- COMPLAINT - Fully Completed
- WRITTEN NOTICE
- WRITTEN LEASE (if one exists)
- NON-MILITARY AFFIDAVIT
- CONSENT TO CASE CLOSURE AFTER 90 DAYS OF INACTIVITY
- FILING FEE - CHECK OR MONEY **PLUS** SUMMONS FEE
 ORDER MADE PAYABLE TO THE "CLERK OF COURT"
 In the amount of \$185.00
- 1 Defendant \$10.00
 2 Defendant \$20.00
 3 Defendant \$30.00
- SHERIFF'S SERVICE FEE
 1 Defendant \$40.00
 2 Defendant \$80.00
 3 Defendant \$120.00

******THE SHERIFF'S OFFICE MUST BE PAID BY CHECK OR MONEY ORDER. CASH IS NOT ACCEPTED.******

- ENVELOPES

Number of Defendants	Complaint	Notice	Written Lease	Number of S.A.S.E Envelopes For Plaintiff	Number of Stamped Envelopes For Defendant
One (1) Defendant	Original plus 2 copies	3 copies	3 copies	2	2
Two (2) Defendants	Original plus 4 copies	5 copies	5 copies	2	3
Three (3) Defendants	Original plus 6 copies	7 copies	7 copies	2	4
Four (4) Defendants	Original plus 8 copies	8 copies	8 copies	2	5

.15 per page will be charged for copies made by the Clerk's Office
 Cost for Packet \$1.80/12 pages @ \$.15 each/Code 351



NOTE: The Clerk's Office cannot give legal advice to you or interpret the law for you. Information regarding evictions may be obtained from the Florida Statutes Chapter 83. You can link to this and other information by visiting our website at www.putnam-fl.com/clk and looking for Evictions under Frequently Asked Questions on the right side of the page.

15 DAY NOTICE OF TERMINATION INSTRUCTIONS

(Residential Use Only)

1. This is the proper notice for a tenant that is no longer under a written lease or at the end of the lease term when you have made the decision you no longer want to rent to this tenant.
2. The notice it must be filled out in full. You will need complete names and address of everyone with whom you have an agreement. Place these names on the top line.
3. Fill out the address of property from which the person(s) is/are being evicted.
4. Fill in the number of days that they have to vacate the property. There must be at least 15 days, but it can be more than 15.
5. Put date by which they have to vacate on the line that says "to wit: _____". This should be the day that the rent is due. **The Florida Statutes clearly state that this notice must be given at least 15 days before the next rent is due.**
6. Put the date you are giving this notice and sign your name.
7. Put how this notice was served (such as "John Smith", or "posting on front door"). Date it and sign your name again.
8. Give this notice to the tenant or post it on the front door of the residence.
9. **VERY IMPORTANT:** You must keep an exact copy of what you have given to the tenant. If you have to file an eviction you will need this to be part of your case.
10. If an eviction is to be filed, you may find instructions in our office or read the FAQs on our website (website address below).

NOTICE OF TERMINATION OF TENANCY

TO: _____

YOU ARE HEREBY NOTIFIED that your tenancy is hereby terminated and you are to remove yourself from the property described as: _____ in
A complete address must be provided (St. Dr. Ave.) lot #, city, state, and zip code
Putnam County, Florida, and deliver possession to the undersigned within _____ days from the date of delivery of this notice, to wit: the _____ day of _____ 20____.

Dated this _____ day of _____ 20____.

Owner or Authorized Agent

This notice served on _____ on the _____ day of _____ 20____.

Owner or Authorized Agent

Original: Tenant

Copy: Owner

NOTICE OF TERMINATION OF TENANCY

TO: _____

YOU ARE HEREBY NOTIFIED that your tenancy is hereby terminated and you are to remove yourself from the property described as: _____ in
A complete address must be provided (St. Dr. Ave.) lot #, city, state, and zip code
Putnam County, Florida, and deliver possession to the undersigned within _____ days from the date of delivery of this notice, to wit: the _____ day of _____ 20____.

Dated this _____ day of _____ 20____.

Owner or Authorized Agent

This notice served on _____ on the _____ day of _____ 20____.

Owner or Authorized Agent

Original: Tenant

Copy: Owner



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COMPLAINT FOR EVICTION 15 DAY NOTICE INSTRUCTIONS
(Residential Use Only)

Please note: Property Owners may authorize a Property Manager or another person to act as their agent. If you are a corporation please refer to the Florida Statutes as to who can appear. This authorization will allow the agent to complete documents necessary to evict a tenant. This includes the fifteen (15) day notice and the complaint form. **If a hearing is scheduled, it is required that the owner or owner's attorney appear for the hearing.**

1. Complete Landlord(s) and Tenant(s) Name. **(Fill in all blank spaces)**
2. Indicate the complete physical location of the property from which the tenant(s) is/are to be evicted. **(Include: lot numbers, unit numbers, city, state and zip).**
3. Indicate how Defendant came in possession of property, circle either written or oral, put in the amount of rent that is due per month and the day this rent is due.
4. Indicate the date notice was served on the defendant and the date they were to deliver possession.
5. The Landlord/Agent(s) may not accept any money after the Eviction has been filed. If the defendant comes to you with money, instruct them to deposit the money with the court. Let them know there is a clerk fee that is attached, which is 3% of the first \$500.00, then 1.5% thereafter.
6. The filing fee for removal of tenant(s) is \$185.00. There is also an additional \$10.00 issue fee for each summons that needs to be issued (one summons per defendant). The eviction must be accompanied by:
 - a. The fifteen (15) day notice and a copy of any written rental agreement, if any.
 - b. The original set of documents for the court file and two (2) copies of all documents filed one for each defendant you are evicting. (Do not include children).
 - c. We will also need stamped envelopes addressed to each person you are evicting, and two (2) self-addressed, stamped envelopes addressed to you.
7. The Sheriff's fee for service of the eviction summons is \$40.00 per defendant.
8. Notify the County Civil Division of any tenant(s) vacating the premises after the service of the eviction summons by the Sheriff's Office.

IN THE COUNTY COURT, SEVENTH
JUDICIAL CIRCUIT, IN AND FOR
PUTNAM COUNTY, FLORIDA

CASE NO: _____

DIVISION: _____

Plaintiff,

vs.

Defendant,

COMPLAINT FOR EVICTION
(15 Day Notice of Termination)

Plaintiff, _____ sues Defendant, _____ and
alleges:

1. This is an action to evict a tenant from real property, located in Putnam County, Florida.
2. The Plaintiff(s) own(s) the following described real property in said county:

_____ **A complete address must be provided (St. Dr. Ave.) lot #, city, state, and zip code**

3. Defendant(s) has/have possession of the said property under an oral / written agreement to pay rent in the amount of \$_____, payable weekly / monthly, on the _____ day of each _____, a copy of any written agreement being attached hereto.
4. Plaintiff(s) served notice on the Defendant(s) on _____ 20____, that Defendant's tenancy was terminated and that the Defendant(s) was to vacate the premises and deliver Possession of said premises to the Plaintiff on or before _____, 20____ that Defendant holds over and continues in possession of said premises after the expiration of notice without permission of Plaintiff. A true copy of the Notice of Termination of Tenancy is attached hereto.

WHEREFORE, Plaintiff(s) demand judgment for possession of said property against Defendant and removal of Defendant.

Plaintiff/Agent for Plaintiff

Plaintiff Address

Phone Number

e-mail address

**IN THE COUNTY COURT, SEVENTH JUDICIAL CIRCUIT,
IN AND FOR PUTNAM COUNTY, FLORIDA**

CASE NO. _____
DIVISION: 63

Plaintiff,

vs.

Defendant,

MOTION FOR DEFAULT

Plaintiff(s) move for default against the defendant(s) _____

For failure to

- serve any papers on the undersigned or file any papers as required by law.
- deposit rent in the court registry as required by law.

Plaintiff(s)

DEFAULT

A default is hereby entered in this action against the Defendant named in the foregoing motion for failure to:

- serve or file any papers as required by law.
- deposit rent in the court registry as required by law.

Dated this ____ day of _____, 20__.

TIM SMITH
CLERK OF COUNTY COURT

By: _____
Deputy Clerk

NON MILITARY AFFIDAVIT

When should this form be used?

(SCRA) Service Members Civil Relief Act

This form should be used if you **KNOW OR DO NOT KNOW** whether the other party in your case is on Active duty in a branch of the military service of the United States. "Active duty" includes reserve personnel of the Army, Navy Air Force, Marine Corps, and Coast Guard, and members of the Florida National Guard who have been called to active duty for more than thirty (30) days. Even if you believe that the other party **never** or **would never** join the military, you must show that court proof that he or she is not a member of the military. Therefore, you may need to use this form to provide the court with such proof.

This website will provide you with the current active military status of an individual enlisted In the Army, Navy, Air Force, and Marines.

<http://www.dmdc.osd.mil/scra/owa/home>

**IN THE COUNTY COURT, SEVENTH JUDICIAL CIRCUIT
IN AND FOR PUTNAM COUNTY, FLORIDA**

Plaintiff,

-vs-

CASE NO.: _____
DIVISION 63

Defendant,
_____ /

NON-MILITARY AFFIDAVIT

On this day personally appeared before me, the undersigned authority,
_____ after being first duly sworn, says:
Defendant, _____, is known by affiant not to
Be in the military service or any governmental agency or branch subject to the provisions
of the Soldiers' and Sailors' Civil Relief Act.

DATED: _____

Signature of Affiant
Name: _____
Address: _____

Telephone No. _____

Sworn and subscribed before me on _____, by
_____, who _____ is personally known to me _____
Produced _____ as identification and who to an oath..

NOTARY PUBLIC/DEPUTY CLERK

I CERTIFY that I _____ mailed, _____ Faxed, E-Mailed and mailed, or _____ hand delivered a copy of
This motion and attached affidavit to the Defendant at:

Name _____
Address _____

Fax No. _____
E-Mailed _____

**IN THE COUNTY COURT, SEVENTH JUDICIAL CIRCUIT,
IN AND FOR PUTNAM COUNTY, FLORIDA**

CASE NO.: _____

DIVISION: 63

Plaintiff(s)

vs..

Defendant(s)
_____ /

CONSENT TO CASE CLOSURE AFTER 90 DAYS OF INACTIVITY

Eviction – Possession Only

I, _____ (Plaintiff/Landlord) hereby consent, without further notice to the dismissal and closure of this case file after 90 days of inactivity have elapsed.

I hereby certify that a true and correct copy of the Consent will be furnished by U.S. mail or included with the initial serve of process to the above named respondent(s).

DATED this ____ day of _____, 20__.

Plaintiff/Landlord