TENANT EVICTION PACKET FOR OTHER THAN NON-PAYMENT OF RENT --- FIFTEEN (15) DAY TERMINATION OF TENANCY

(THIS PACKET DOES NOT APPLY TO COMMERCIAL PROPERTY NOR MOBILE HOME PARKS.)

Compiled by Sherry Coker

IMPORTANT – PLEASE READ

IF NOT PROPERLY COMPLETED AND PARTIES NOT PROPERLY SERVED, YOUR CASE MAY BE DISMISSED OR YOU MAY NOT OBTAIN YOUR FINAL JUDGMENT.

THIS TYPE EVICTION MUST BE FILED BY OWNER OR ATTORNEY FOR OWNER ONLY.

This Eviction Packet may be used for evictions of mobile home and lot or the lot only so long as the property is not in a mobile home park of ten or more lots/spaces.

The Filing Fee for an eviction is \$195.00 payable to NADIA K. DAUGHTREY, Clerk of Courts.

To terminate a tenancy, please prepare the enclosed **FIFTEEN DAY NOTICE OF TERMINATION OF TENANCY**. Make a copy of the Notice for yourself and serve the original to the Defendant(s) or the person who lives with the Defendant(s) or post it at the residence of the Defendant(s). The fifteen (15) day notice must be given to the Defendant(s) at least 15 or more days prior to their next rental due date. **EXAMPLE:** If the rent is due on the 1st of each month, the notice must be given before the 15th of the month prior. Once you have given the Defendant(s) the Notice, he/she has **fifteen (15) full days** to vacate the premises. If the Defendant(s) has not moved after the fifteen (15) daytime limit, make another copy of the Fifteen Day Notice for filing in the court file.

IT IS IMPORTANT THAT THE FIFTEEN DAY NOTICE HAVE THE LANDLORD'S NAME, ADDRESS AND PHONE NUMBER WITHIN IT. IF IT DOES NOT, <u>YOUR CASE WILL BE DISMISSED BY THE COURT.</u> IF YOU ONLY LIST A POST OFFICE BOX FOR LANDLORD'S ADDRESS YOU MUST ALLOW THE TENANT AN ADDITIONAL FIVE (5) DAYS FOR RESPONDING.

FILING THE EVICTION: Using black ink, please complete the NOTICE OF PERMANENT MAILING ADDRESS and STATEMENT OF RESPONSIBILITY. Type or

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clearly print the addresses of the parties, then sign and date the forms and file them with the Clerk of Court.

Please complete the COMPLAINT FOR TENANT EVICTION (OTHER THAN NON-PAYMENT OF RENT) by typing or clearly printing the addresses of the parties and fill in the appropriate blank lines. Sign the complaint before a notary public or a deputy clerk and file it with the Clerk of Court. Make a copy of the Complaint and Fifteen Day Notice for each Defendant and for your records. If you have the Clerk's Office make copies for you, you will be charged \$1.00 per page.

Enclosed is the CERTIFICATE OF MAILING you are to provide the Clerk for certifying that the Complaint and Summons were mailed to Defendant(s). Please complete the CERTIFICATE OF MAILING by typing or printing the addresses of the parties at the top and the Defendant's name and address in the body of the certificate. The Clerk is to immediately mail a copy of the summons and the copy of the complaint you provided by first class mail (you are to provide the stamped envelope). Service on the Defendant shall be effective on the date of posting or mailing, whichever occurs later. At least 5 days must elapse from the date of service before a judgment for final removal of the Defendant may be entered. If service is not completed as described above, a judgment for final removal of Defendant will not be entered by the Court.

A Deputy Clerk will prepare the **SUMMONS**. **IF YOU ARE EVICTING A HUSBAND AND WIFE, YOU WILL NEED A SUMMONS ISSUED FOR EACH OF THEM AND HAVE THE SHERIFF'S OFFICE SERVE EACH OF THEM.** You are to take the summons packet to the Sheriff's Office to have the Defendant(s) served. A service fee of \$40.00 per person is required by the DeSoto County Sheriff's Office, payable directly to them and separately from the eviction packet. The Sheriff's Office will not accept personal checks. You must pay by cash, money order or cashier's check. You will receive a copy of the Summons for your records from the Clerk's office at no charge.

If a written response is filed with the Clerk's office by the Defendant(s), a court date may be scheduled with the Court as soon as possible. Notification of the hearing date will be mailed to both parties. The Court will make the determination if the tenant should be made to move at the hearing.

If the tenant(s) **fails** to file a written response, complete the forms in the **Default Package** and follow the directions in order to regain possession of the property.

If a Final Judgment for Possession is entered by the Court, the Clerk's office will prepare a **WRIT OF POSSESSION**. You will take the Writ of Possession, together with the completed **INFORMATION ON AND DESCRIPTION OF DEFENDANTS TO GO WITH WRIT OF POSSESSION**, to the Sheriff's Office. The Sheriff's Office will require a service fee of \$90.00 for service. At this time, the tenant must leave the premises giving you back your property.

NOTICE

ALL PAPERWORK PROVIDED BY THIS OFFICE IS USED FOR 'PRO SE' LITIGANTS ONLY. 'PRO SE' MEANS THAT YOU ARE ACTING AS YOUR OWN ATTORNEY. ACTING AS YOUR OWN ATTORNEY MAKES <u>YOU</u> RESPONSIBLE FOR EVERYTHING THAT INVOLVES YOUR CASE FILE. FOR EXAMPLE, IF YOU DO NOT RECEIVE A COURT DATE OR NOTICE

FROM THIS OFFICE OR THE JUDGE, IT IS UP TO YOU TO CONTACT THE JUDGE FOR A HEARING DATE.

THIS PACKET PROVIDED BY:

HONORABLE GUY A. FLOWERS COUNTY COURT JUDGE DESOTO COUNTY, FLORIDA 115 EAST OAK STREET ARCADIA, FLORIDA 34266 HONORABLE NADIA K. DAUGHTREY CLERK OF COURTS DESOTO COUNTY, FLORIDA 115 EAST OAK STREET ARCADIA, FLORIDA 34266

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FIFTEEN DAY NOTICE OF TERMINATION OF TENANCY

TO:		
	Tenant's Name	
	Street Address	Mailing Address
FROM:	Landlord's Name	
DATE:	Landiord's Ivanic	
		ancy is hereby terminated and you are to remove s:
		r possession to the undersigned within fifteen (15) tice, to-wit: (Date)
Signature		Printed Name of Landlord/Property Owner
Address		City, State and Zip Code
Telephone	·	
	PROC	OF OF SERVICE
served the Tenant in po On I ha disc: I pos 20	Fifteen Day Notice, of whossession in the manner(s) is, 20, I anded the Notice to a per retion at the tenant's resident sted the Notice in a conspice	handed the Notice to the tenant. son of suitable age (over 15 years of age) and ace on
Executed Of	., 20	_·
		Landlord

(Name and Address) Plaintiff(s),	
vs.	CASE NO
(Name and Address) Defendant(s).	
NOTICE OF PERM	ANENT MAILING ADDRESS
hereby certify that my/our permanent mailing ad	the Plaintiff(s) in the above styled cause of action dress is as follows:
	THIS ADDRESS WILL BE USED BY THE COURT, TERVENING PARTIES TO THIS CASE FOR THE
	earings in this case, and s and papers pertaining to this case.
above address and that in the event personal ser be attempted to be served at the above listed ad address. I/We also understand that if I/We chan I/We must notify the Clerk of Court of my/ou	court papers in this case will be sent to me/us only at the vice of any court documents is necessary that they will first dress unless and until I/We notify the court of my/our new age my/our permanent mailing address or residence address, are new address in writing by completion of another form within one week of the change of address and with a copy
CLERK OF Attn: Count 115 East Oa Arcadia, Flo	ty Civil k Street
Court informed of any change in my/our cur documents and notice of all future hearings which	We understand that it is my/our responsibility to keep the rent address. I/We understand that copies of any court ch are mailed to my/our current address set forth herein will ourt may proceed on all matters noticed and mailed to the d hearing.
Dated:	Signature

	- -	
Name and Address, Plaintiff(s),	-	
vs.	CASE NO	
	- - -	
Name and Address, Defendant(s).		
STATEMENT OF RESPONSIBILITY Landlord - Tenant Action		
1. This case is being filed in the C of Florida, Chapter 83 Florida Statutes of this case will be in accordance with apply to this case. 2. The naming of proper parties responsibility for naming the proper pla 3. I am responsible for the furnish defendant(s) can be served or given not 4. I assume responsibility as to my plaintiff(s) realizing that if the plaint required to be represented by an attorne	right to file this case for myself or for the named tiff is a corporation that such plaintiff may be	

Signature

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Dated: _____

	_
Name and Address Plaintiff(s),	
vs.	CASE NO
Name and Address Defendant(s).	
	FOR TENANT EVICTION n Non-Payment of Rent)
Plaintiff sues defendant and alleges:	
This is not a mobile home in a park. T	nant from real property in DeSoto County, Florida. This is not commercial property. g-described real property, to-wit:
written agreement. 4. The rental agreement (check home. If mobile home, the agreemedlot only.	one) does does not apply to a mobile ent covers (check one) mobile home and lot
) with a notice on, 20, to efuses to do so. A copy of the Notice is attached as
WHEREFORE, plaintiff(s) demands defendant(s).	judgment for possession of the property against
	Signature of Plaintiff or Agent
	Address Telephone:

STATE OF FLORIDA, COUNTY OF	
SWORN TO and subscribed before me personally known to me or produced as identification this day of	
	Notary Public or Deputy Clerk

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	-
Plaintiff	- -
Vs.	Case No
	- -
Defendant	-
CERTIFIC	CATE OF MAILING
pursuant to Florida Statutes 48.18	rk of the County Court, do hereby certify that 33, the landlord has provided the Clerk of the t and pre-stamped envelopes addressed to the mailed to:
	g of this Certificate of Mailing has been properly copies of the summons and complaint were
occurs later; and at least 5 days fr	on the date of posting or mailing, whichever from the date of service must have elapsed all of the defendant may be entered.
Dated on:	
	NADIA K. DAUGHTREY Clerk of the Court Desoto County, Florida
	By:
	Deputy Clerk

	<u> </u>
Plaintiff(s),	
VS.	CASE NO
Defendant(s).	
EVICTION S	SUMMONS/RESIDENTIAL
TO: (Defendant(s) name and addre	ess)
PLEASE READ CAREFULLY	
complaint. You are entitled to a trial to do must do all of the things listed below.	where you are living for the reasons given in the attached etermine whether you can be required to move, but you You must do them within 5 days (not including Saturday, date these papers were given to you or to a person who
THE THINGS YOU MUST DO ARE	AS FOLLOWS:
written reason(s) must be given to the C Oak St., Arcadia, Florida 34266.	why you think you should not be forced to move. The Clerk of the Court at the County Civil Department, 115 E. written reason(s) to: (Plaintiff/Plaintiff's Attorney name
be due and any rent that becomes due claimed in the complaint is incorrect, yo the court determine the amount to be p any documents supporting your position plaintiff's attorney. NO CHECKS ACC 4. If you file a motion to have Clerk of the Court, you must immediate	t the amount of rent that the attached complaint claims to until the lawsuit is over. If you believe that the amount u should file with the Clerk of the Court a motion to have aid. If you file a motion, you must attach to the motion and mail or give a copy of the motion to the plaintiff or CEPTED. the court determine the amount of rent to be paid to the tely contact the office of the judge to whom the case is e what amount should be paid to the Clerk of the Court

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while the lawsuit is pending.

IF YOU DO NOT DO ALL OF THE THINGS SPECIFIED ABOVE WITHIN 5 WORKING DAYS AFTER THE DATE THAT THESE PAPERS WERE GIVEN TO YOU OR TO A PERSON WHO LIVES WITH YOU OR WERE POSTED AT YOUR HOME, YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

5. If the attached complaint also contains a claim for money damages (such as unpaid rent), you must respond to that claim separately. You must write down the reasons why you believe that you do not owe the money claimed. The written reasons must be given to the Clerk of the Court at the address specified in paragraph (1) above, and you must mail or give a copy of your written reasons to the Plaintiff/Plaintiff's attorney at the address specified in paragraph (2) above. THIS MUST BE DONE WITHIN 20 DAYS AFTER THE DATE THESE PAPERS WERE GIVEN TO YOU OR TO A PERSON WHO LIVES WITH YOU OR WERE POSTED AT YOUR HOME. This obligation is separate from the requirements of answering the claim for eviction within 5 working days after these papers were given to you or to a person who lives with you or were posted at your home.

THE STATE OF FLORIDA TO EACH SHERIFF OF THE STATE:

above-named defendant(s).	
Dated on	,·
	NADIA K. DAUGHTREY As Clerk of the Court
	By: Deputy Clerk

You are commanded to serve this summons and a copy of the complaint in this lawsuit on the

NOTIFICACION DE DESALOJO/RESIDENCIAL SIRVASE LEER CON CUIDADO

Usted esta siendo demandado por Demandante/Abogado del Demandante para exigirle que desaloje el lugar donde reside por los motivos que se expresan en la demanda adjunta.

Usted tiene derecho a ser sometido a juicio para determinar si se le puede exigir que se mude, pero ES NECESARIO que haga TODO lo que pide a continuacion en un plazo de 5 dias (no includios los sabados, domingos, ni dias feriados) a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, or se colocaron en sue casa.

USTED DEBERA HACER LO SIGNIENTE:

- 1. Escribir el (los) motivo(s) por el (los) cual(es) cree que no se le debe obligar a mudarse. El (los) motivo(s) debera(n) entregarse por escrito al secretario del tribunal en 115 E. Oak St., Arcadia, Florida 34266.
- 2. Enviar por correo o darle su(s) motivo(s) por escrito a Demandante/Abogado del Demandante.
- 3. Pagarle al secretario del tribunal el monto del alquiler que la demanda adjunta reclama como adeudado, as como cualquier alquiler pagadero hasta que concluya el litigo. Si useted

considera que el monto reclamado en la demanda es incorrecto, debra presentarle al secretario del tribunal una mocion para que el tribunal determine el monto que deba pagarse. Si usted presenta una mocion, debra adjuntarie a esta cualesquiera documentos que resalden su posision, y enviar por correo a entregar una copia de la misma al demandante/abogado del demandante. **NO CHECKS ACCEPTED.**

- 4. Si usted presenta una mocion para que el tribunal deterine el monto del alquiler que deba pagarse al secretario del tribunal, debera communicarse de inmediateo con la oficina del juezal que se le haya asignado el caso para que programe una audiencia con el fin de determinar el monto que deba pagarse al secretario del tribunal mientras el litigio este pendiente.
- SI USTEDS NO LLEVA A CABO LAS ACCIONES QUE SE ESPECIFICAN ANTERIORMENTE EN UN PLAZO DE 5 DIAS LABORABLES A PARTIR DE LA FECHA EN QUE ESTOS DOCUMENTOS SE LE ENTREGARON A USTED O A UNA PERSONA QUE VIVE CON USTED, O SE COLONQUEN EN SUE CASA, SE LA PODRA DESALOJAR SIN NECESIDAD DE CELEBRAR UNA AUDIENCIA NI CURSARSELE OTRO AVISO.
- 5. Si la demanda adjunta tambien incluye una reclamacion por danos y perjuicios pecunarios (tles como el imcumplimiento de pago del alquiler) usted debera responder a dicha reclamacion por separado. Debra exponer por escrito los motivos por los cuales considera que usted no debe las suma reclamada, y entregarlos al secretario del tribunal en la direccion que se especifica en el parrafo (1) anterior, asi como enviar por correo o entregar una copia de los mismos al demandante/abogado del demandante en la direccion que se especifica en el parrafo (2) anterior. Esto debera llevarse a cabo en un plazo de 20 dias a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted, o se coloquen en su casa. Esta obligacion es aparte del requisito de responder a la demanda de lesalojo en un plaza de 5 d as a partir de la fecha en que estos documentos se le entregaron a ustred o a una persona que vive con usted, o se coloquen en su casa.

CITATION D'EVICTION/RESIDENTIELLE LISEZ ATTENTIVEMENT

Vous estes poursuivi par Plaignant/Avocat du Plaignant pour exiger que vous evacuez les lieux de votre residence pour les raisons enumerees dans la plainte di-dessous.

Vous avez droit a un proces pour determiner si vous devez degenager, amis vous deves, au prealable, suivre les instructions enumerees ci-dessous, pendant les 5 jours (non copris le samedi, le dimanche, ou un jour ferie) a partir de la date ou ces documents ont ete donnes a vous ou a la personne vivant avec vous, ou ont ete affiches a votre residence.

LISTA DES INSTRUCTIONS A SUIVRE:

- 1. Enumerer par ecrit les raisons pour lesquelles vous pensez ne pas avoir a demenager. Elles doivent etre remises au clerc du tribunal Civil Department, 115 E. Oak St., Arcadia, Florida 34266.
 - 2. Envoyer ou donner une copie au Plaignant/Avocat du Plaignant.
- 3. Paye au clerc du tribunal le montant de loyers dus comme etabli dans la plainte el le montant des loyers dus jusgu'a la fin du proces. Si vous pensez que le montant etabli dans la plainte est incorrect, vous deves presenter au clerc du tribunal une demande en justice pour determiner la somme a payer. Pour cela vous devez attacher a la demande tous les documents

soutenant votre position et faire parvenier une copie de le demande au plaignant/avocat du plaignant. NO CHECKS ACCEPTED.

4. Si vous faites une demande en justice pour determiner las somme a payer au clerc du tribunal, vous devrez immediatement prevenier le bureau de juge que presidera au proces pour fixer la date de l'audience que decidera quelle somme doit etre payee au clerc du tribunal pendant que le proces est en cours.

SI VOUS NE SUIVEZ PAS CES INSTRUCTIONS A LA LETTRE DANS LES 5 JOURS QUE SUIVENT LA DATE OU CES DOCUMENTS ONT ETE REMIS A VOUS OU A LA PERSONNE HABITANT AVEC VOUS, OU ONT ETE AFFICHES A VOTRE RESIDENCE, VOUSA POUVEZ ETRE EX-ULSES SANS AUDIENCE OU SANS AVIS PREALABLE.

5. Si la plainte ci-dessus contient une demande pour dommages pecuniaries, tels des loyers arrieres, vous devez y respondre separement. Vous devez enumerer par ecrit les raisons pour lesquelles vous estimez ne pas devoir le montant demande. Ces raisons ecrites doivent etre donnees au clerc du tribunal a l'adresse spedifiee dans le paragraphe (1) et une copie des ces raisons donnee ou envoyee au plaignant/avocat du plaignant a l'adresse specifiee dan le paragraphe (2). Cela doit etre fait dans les 20 jours sulvant la date ou ces documents ont ete presentes a ous ou a la personne habitant avec vous, ou affiches a votre residence. Cette obligation ne fait pas partie des instructions a suivre en response au proces di'eviction dans les 5 jours sulvant la date ou ces documents ont ete presentes a vous ou a la personne habitant avec vous, ou affiches a votre residence.

Attachment "A"

IN THE COUNTY COURT OF THE TWELFTH JUDICIAL CIRCUIT IN AND FOR DESOTO/MANATEE/SARASOTA COUNTY, FL

Plaintiff/Landlord	
v.	Case No.:
Defendant/Tenant	
CONSENT TO CASE CLOSURE AFTER	90 Days of inactivity
Plaintiff/Landlord does hereby consent to the clo	osure of this case upon 90 days of
inactivity.	
I hereby certify that a true and correct copy of th	ne foregoing has been furnished
by U.S. Mail, email service, or initial service of process Defendant(s)/Tenant(s) at this address:	
	·
Dated this day of	_, 20
	Plaintiff/Landlord

DEFAULT PACKAGE FOR EVICTION FOR OTHER THAN NON-PAYMENT OF RENT (POSSESSION)

Motion for Clerk's Default:

Type or clearly print the names of the parties and fill in the appropriate blank lines. Present the form to the Clerk's office and a deputy clerk will verify that a response has not been filed within the five (5) day time limit. If a response has not been filed the Clerk will enter the Default.

Affidavit of Court Costs and Non-Military Service:

Type or clearly print names of the parties and fill in the appropriate blank lines. Please sign this form before a notary public or a deputy clerk.

Motion for Final Judgment for Possession:

Type or clearly print the names of the parties and fill in the appropriate blank lines. Present the form to the Clerk's office.

If the Court signs the Final Judgment of Possession, the Clerk's office will issue a Writ of Possession. Please complete the **INFORMATION ON AND DESCRIPTION OF DEFENDANT(S) TO GO WITH WRIT OF POSSESSION** for use by the Sheriff's Department. You may then deliver the Writ of Possession and the Information Sheet to the DeSoto County Sheriff's Office for service. A payment of \$90.00 must be made payable to the DeSoto County Sheriff's Office for service of the Writ of Possession. The Sheriff's Office will serve the Writ of Possession indicating the Defendant(s) has twenty-four (24) hours to evacuate the premises, not including weekends or holidays. The Sheriff's office will contact you to arrange a date and time to evict the Defendant(s).

IN THE COUNTY COURT	IN AND FOR DESCITO COUNTY, FLORIDA
Plaintiff(s),	
vs.	CASE NO
Defendant(s).	
	FOR CLERK'S DEFAULT ER THAN NON-PAYMENT OF RENT
Plaintiff asks the clerk to ento	er a default against
Defendant(s), for failing to respond a	as required by law to Plaintiff's complaint for
residential eviction.	
	DI : .: CCI
	Plaintiff's signature
	Address
	Phone:
	T FOR EVICTION FOR N NON-PAYMENT OF RENT
A default is entered in this ac	etion for eviction against the Defendant(s) for failure
to respond as required by law.	
Dated:	NADIA K. DAUGHTREY CLERK OF COURT
	BY:

IN THE COUNTY COURT IN AND FOR DESOTO COUNTY, FLORIDA Plaintiff(s), CASE NO. _____ VS. Defendant(s). AFFIDAVIT OF COURT COSTS AND NON-MILITARY SERVICE STATE OF FLORIDA, COUNTY OF DESOTO. Before me, the undersigned authority, personally appeared , who being duly sworn, deposes and says: That he/she is the Landlord of rented premises located in DeSoto County, 1. Florida, described as follows: That Defendant(s) rented the subject premises from the Landlord by ___ oral ___ written agreement. The Landlord, on the _____ day of _____, 20___, served a fifteen (15) day notice possession of the premises. The Defendant(s) failed to comply with the demand of the notice within the applicable time period. The Landlord has paid a filing fee in the amount of \$____ and a service of process fee in the amount of \$_____. The Defendant(s) is/are not now nor has/have been in the military service of the United States of America since the institution of this action.

Landlord

STATE OF FLORIDA, COUNTY OF DESOTO.

The foregoing instrument was ack	enowledged before me this day of
who is personally known to me or who ha	as produced
as identification and who [] did [] did	not take an oath.
	Notary public or deputy clerk

Plaintiff(s),	
VS.	CASE NO
Defendant(s).	<u></u>
	AL JUDGMENT FOR POSSESSION - OR OTHER THAN NON-PAYMENT OF RENT
· · ·	to enter a Final Judgment for Possession against , the Defendant(s) for residential eviction
and says:	
1. Plaintiff filed a con Defendant(s).	nplaint alleging grounds for residential eviction of
2. A Default was entere	d by the Clerk of Court on
WHEREFORE, Plaintiff ask against Defendant(s).	as this court to enter a Final Judgment for Possession
Dated:	
	Plaintiff's signature

(Name and Address) Plaintiff(s),	
vs.	CASE NO
(Name and Address) Defendant(s).	
TO GO WITH	D DESCRIPTION OF DEFENDANT(S) H WRIT OF POSSESSION T's Department for purposes of identification)
Address of employment:	ce of employment:
2. Physical description of Defe Race: Sex: Male Fen Height: Weight: Distinguishing marks and/or scars:	
Address of employment:	ee of employment:
Distinguishing marks and/or scars:	endant: nale Date of Birth or Age: Eye Color: Hair Color: eknames):
DATED:	Signature of Landlord/Plaintiff
	Address