

CHECK LIST FOR NUMBER OF COPIES NEEDED TO FILE YOUR EVICTION CASE

FOR EVICTION ONLY

	Complaint (form #3-b, #3-e, #3-h OR #3-j)	Eviction Summons (form #3-k)	Notice	Lease
One defendant	Original plus 2 copies	Original plus 3 copies	2 copies	2 copies
Two defendants	Original plus 3 copies	Original plus 5 copies	3 copies	3 copies
Three defendants	Original plus 4 copies	Original plus 7 copies	4 copies	4 copies
Four defendants	Original plus 5 copies	Original plus 9 copies	5 copies	5 copies

FOR EVICTION AND MONEY DAMAGES OR BACK RENT (COUNT I & II)

	Complaint (form #3-c)	Eviction Summons (form #3-k)	Damages or Back Rent Summons (form #3-l)	Notice	Lease
One defendant	Original plus 3 copies	Original plus 3 copies	Original plus 3 copies	2 copies	2 copies
Two defendant	Original plus 5 copies	Original plus 5 copies	Original plus 5 copies	3 copies	3 copies
Three defendant	Original plus 7 copies	Original plus 7 copies	Original plus 7 copies	4 copies	4 copies
Four defendant	Original plus 9 copies	Original plus 9 copies	Original plus 9 copies	5 copies	5 copies

You do not need copies of all the complaints provided in this packet.

Choose only ONE complaint to file your case.

LANDLORD/TENANT EVICTION INFORMATION
FOR MOBILE HOME PARKS

Bay County Clerk of Court
300 E 4th Street
P O Box 2269
Panama City, Fl 32402
(850)747-5141
www.baycoclerk.com
Business hours are 8:00 am to 4:30 pm

NOTICE:

Information or forms provided by the Clerk of Court should be considered as basic information only and may not be applicable to every situation. The information is not intended to be used as legal advice but as basic and general information only. It is only a brief statement and does not explain all your options and/or rights. Specific guidance as to how to proceed with filing a lawsuit or answering a lawsuit and questions about your particular situation should be directed to a qualified attorney.

ALL LANDLORDS AND TENANTS should read and become familiar with Chapter 723 and Chapter 83, Florida Statutes.

The attached forms are designed for your use in the event of common Mobile Home Park landlord/tenant disputes (the tenant owns the mobile home). No form should be used until you have carefully reviewed and understand the instructions preceding the form and reviewed any Florida Statute referred to in the form. Copies of the statutes are available at the law library located at your county courthouse and at your public library or at the following website address www.flsenate.gov.

STEPS TO TAKE IN FILING AN EVICTION CASE

Once you have decided which of the six grounds you intend to rely upon, you must determine which notice is appropriate to serve and then, if the tenant does not vacate within the time given, which complaint form you should use. We have prepared notice and complaint forms for the four most common types of evictions (grounds one through four).

Once any applicable notices have been delivered and the complaint filed, you must have the summons and complaint served. (You cannot serve the complaint by posting in mobile home park evictions, unlike residential tenant evictions under Chapter 83, although the NOTICE must be posted).

The following information applies only to Mobile Home Lot Rental, if the tenant owns the mobile home. A mobile home park is defined as one which offers for rent ten or more lots. If your park offers/rents less than ten lots, you fall under Chapter 83. **Chapter 723 also does not apply to RV parks.**

Before a lawsuit is filed, you must determine the reason for the eviction and give a written notice to the tenant to move the mobile home.

When filing your lawsuit you will need the following documents (please print or type and use blue or black ink) your forms must be legible.

1. Completed original petition and one copy for each defendant.
2. Completed original summons and 2 copies for each defendant.
3. One copy of the notice given to the defendant for the court file and one copy for each defendant named in the case.
4. A copy of the lease for the file and one copy for each defendant named in the lawsuit.

You should keep a copy of all the documents filed for your records.

If you are filing a case with Count I (eviction, to have the mobile home moved from the park) and Count II (damages for unpaid rent or damages to the property) the 20 day summons for damages must be personally served (hand delivered). You will need the following in addition to the above requirements to file your case.

- a. A copy of the complaint for each defendant.
- b. A completed original 20 day summons and 2 copies for each defendant.

You should verify on the complaint, the eviction address, as well as the lot number and spelling of the street address for correctness, in order for the Bay County Sheriff's Office to serve the summons without delay.

If the Written notice is defective, your case is subject to immediate dismissal. If your case is dismissed your court cost will not be refunded.

After the complaint is served:

If no answer is filed within 5 days after service of the summons: On the 6th day you should present to the clerk a Motion for Default and Final Judgment.

After entry of the Default, the clerk will forward the proposed Final Judgment of Eviction to the assigned Judge. He will review the file for proper and timely filings in the case. If he finds everything in order he should sign the Final Judgment of Eviction. A Writ of Possession will be issued ten (10) days after the Judgment is signed (the eleventh day). We will call you when the writ is issued so that you may pick it up and take it to the Sheriff's Office. The Landlord should inquire at the Sheriff's Office concerning the time for the property to be turned over to the landlord.

If an answer is filed or rent is deposited into the Registry of the Court.

Upon receipt of an Answer or upon deposit of rent into the registry of the Court, the Clerk will forward the file to the Judge for review to determine what action he will take on the case. He can do one of several things:

- Enter a Final Judgment of Eviction
- Set a mediation hearing
- Set a hearing before the Judge.
- Dismiss the case if something is wrong in the file.
- Set a hearing with mediators or with the Judge and enter a Final Judgment of Eviction.

If a hearing of any kind is scheduled you will be notified by mail.

If the tenant moves prior to a Final Judgment being entered, or an agreement is reached allowing the tenant to stay, the landlord must file an original Voluntary Dismissal. A copy of the Voluntary Dismissal must be mailed or delivered to the defendant. Please note the Landlord should not accept any monies from the defendant(s) during the eviction process, instead the landlord should instruct the defendant(s) to deposit any and all monies into the Registry of the Court.

The Landlord and Tenant should take note, should you file any documents with the court you must provide copies to the other party either by mail or hand delivery. A certificate should be placed on the document that you have done so.

The Clerk's Office cannot refuse to accept any filing presented to them. Any determination regarding the proper filing of a complaint or pleading will be made by the Judge.

**CLERKS FILING FEES FOR EVICTON CASES ARE \$185.00
TO ISSUE A SUMMONS; \$10.00 PER DEFENDANT**

You may pay with Cash, Cashiers Check, Business Check, Money Order, Credit/Debit Cards with Visa, MasterCard or Discover logos. The credit card server will charge a non-refundable \$5.00 per transaction for using the card. **The Clerk's Office does not accept personal checks.**

SHERIFF'S SERVICE FEES ARE \$40.00 PER SUMMONS

A husband and wife are two individuals in the lawsuit and will require the service of a summons on both parties.

SHERIFF'S SERIVE FEE FOR WRIT OF POSSESSIOIN WILL BE \$90.00

The Sheriff's Office will not accept out of county checks or cash. If you have any questions concerning payment you should direct them to the Sheriff's Office, Civil Division at 850-747-4700.

FORMS IN THIS PACKET

Form 3-a

Notice to Quit

Non-Payment of Rent

This is applicable only if the non-payment continues for five (5) days (not counting Saturdays, Sundays and Holidays) after delivery of a written demand by the owner for payment of the lot rental amount. The demand by the owner for payment can only be delivered by certified or registered mail to the mobile home owner's last known address. On the same day it is mailed it must be posted on the premises. You can not mail the notice one day and post it the next day. You must add five (5) days for delivery of the mail to the five (5) days you have given them to vacate; not counting Saturdays, Sundays or Holidays. In addition, even if the tenant remains in default for the five days, he may still not be evicted for non-payment if he pays the amount due (including any applicable late fees, court costs and attorneys fees) by the time the case comes to pretrial conference.

Be sure to keep a copy of this notice to bring with you when filing your eviction case with the Clerk.

Form 3-b

Complaint for Eviction
Mobile Home Park (Rent)

This complaint should be used if you are filing only to evict the defendant for non- payment of rent.

Form 3-c

Complaint for Eviction
Mobile Home Park (Rent and Money Damages)

This complaint should be used if you are filing for Count I eviction for non-payment of rent and Count II, for back rent and damages to the premises.

Form 3-d

Notice to Quit
Serious Rule Violation

The tenant violates a rule, regulation, rental agreement provision or statutory provision of Chapter 723, which violation “is found by any court having jurisdiction thereof to have been an act which endangered the life, health, safety, or property of the park residents or the peaceful enjoyment of the mobile home park by its residents.

Form 3-e

Complaint for Eviction
Mobile Home Park (Serious Rule Violation)

To be used when filing the case with the Clerk along with the copy of form-3-d.

Form 3-f

Repeat Rule Violation
Notice to Cure

The tenant violates any rule, regulation, rental agreement provision or any section of Chapter 723 for the second time within 12 months if:

a. You give the tenant **written** notice within 30 days of the first violation (which notice specifically described the actions which constituted the violation and gave the tenant seven (7) days to correct it.

Form 3-g

Notice to Quit
Repeat Rule Violation

b. the tenant failed to correct the first violation within the seven days; or corrected it but then repeated the violation within the 12 month period and you gave the tenant a thirty (30) day written notice to vacate after the second violation.

This is a two step process; serve the owner with a notice to cure, and then (if the problem is not cured) with a notice to quit. Both notices must be delivered in the manner described in form 3-a.

Form 3-h

Complaint for Eviction
Mobile Home Park (Repeat Rule Violation)

Use this complaint when filing with the Clerk for Repeat Rule Violation. You will need copies of both notices of the rule, provision or statute upon which you are relying (form 3-f and form 3-g),

Form 3-i

Notice to Vacate
Convicted of Crime

Use this notice if the tenant has been convicted (if adjudication is withheld, it does not count) of a State or Federal crime.

Form 3-j

Complaint for Eviction
Mobile Home Park (Conviction of a Crime)

The tenant is convicted (if adjudication is withheld, it does not count) of any federal or state statute which you feel you can successfully argue to the court constitutes a detriment to the health, safety or welfare of other residents in the park.

Form 3-k

5-day Summons for Eviction

If your complaint is only for eviction of the tenant, you need to complete and deliver this form to the clerk with the complaint.

Form 3-l

20-day Summons for Back Rent and Damages

If a lawsuit is filed to evict the tenant and recover back rent and damages, both summons form 3k and form 3-l should be prepared and delivered to the clerk at the time of filing the complaint. **If the complaint seeks only to evict the tenant, do not use form 3-l.** The summons should be attached to a copy of the complaint, and after execution by the clerk, delivered to the sheriff or other authorized process server to be served upon the tenant. This summons can not be posted, it must be personally served.

Form 3-m

Motion for Default and Default

To be used if the defendant fails to move after the summons has been served. You may file this pleading on the sixth (6) day after service, not counting Saturday, Sunday or Legal Holidays.

Form 3-n

Affidavit of Damages *****\$10.00 fee for Clerk to notarize this form*****

To be used if you have filed complaint 3-c, Rent and money Damages. You may file this pleading after 20 calendar days has expired along with the Motion for Default and Default (form 3-m) and Non Military Affidavit (form 3-n).

Form 3-o

Non Military Affidavit

You must file this affidavit along with the above forms to receive your money judgment for back rent and damages.

Form 3-p

Satisfaction of Judgment

If you are holding a Final Judgment, and the defendant at some point pays the money owed, the Satisfaction should be completed and recorded in the Recording Department of the Clerks Office. Be sure and check with that office for the cost of recording.

Form 3-q

Notice of Dismissal

If you and the defendant come to an agreement and you don't need to follow through with the eviction, you should file the Notice of Dismissal closing the case. A copy is to be provided to the Defendant.

We do not have the forms for the following grounds:

No longer using the land as a Mobile Home Park

If you decide you no longer want to use the land as a mobile home park, you must give one six (6) months notice to vacate.

The tenant sells the mobile home without your approval

The tenant sells his mobile home to someone who does not qualify or has failed to obtain approval from you to become a tenant (if approval is required by a properly promulgated rule of the mobile home park). You must give a seven (7) day notice for failure to be approved for tenancy.

NOTICE TO QUIT
(Non Payment of Rent)

To: _____

You are hereby notified that you are indebted to me in the sum of \$_____ for the rent of the lot located at _____ in Bay County, Florida, now occupied by you, and that I demand payment of the rent or possession of the premises within five (5) days (not including Saturdays, Sundays or Legal Holidays) from the date of delivery of this notice (which is determined by adding five calendar days to the date on the postmark), To Wit, on or before _____.

Date of Mailing: _____

Date of Posting: _____

Landlord's Name: _____

Address: _____

Phone Number: _____

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Plaintiff

Case No. _____

-vs-

Division: _____

Defendant

COMPLAINT FOR EVICTION
MOBILE HOME PARK EVICTION
(Rent)

PLAINTIFF _____ sues Defendant _____
and alleges.

1. This is an action to evict a tenant from a Mobile Home Park in Bay County, Florida, pursuant to 723.061(1)(a), Florida Statutes.
2. Plaintiff owns the following described real property in said County, wherein is located a Mobile Home Park containing 10 or more mobile home lots.

(Street address of Rental Property including lot number, City, State and Zip)
3. Defendant has possession of the property under written agreement, copy attached or oral agreement, to pay rent of \$ _____ payable each _____.
(Amount of Rent) (Monthly, Weekly, etc)
4. Defendant failed to pay rent due on _____.
(Date Defendant failed to pay rent)
5. Plaintiff served Defendant with a notice on _____ to pay the rent or deliver possession, but Defendant refuses to do either, a copy of which notice is attached hereto.
6. Defendant owes Plaintiff pas due rent of \$ _____ as of _____ which continues to accrue at the rate of \$ _____ per month, plus court costs.

Wherefore, Plaintiff demands judgment for possession of the property against Defendant.

Plaintiff, Attorney or Agent

Address

City, State, Zip

Phone Number

Email Address

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Plaintiff

Case No. _____

-vs-

Division: _____

Defendant

**COMPLAINT
MOBILE HOME PARK EVICTION
(Rent and Damages)**

Plaintiff _____ sues Defendant _____ and alleges.

COUNT I

1. This is an action to evict a tenant from a Mobile Home Park in Bay County, Florida, pursuant to 723.061(1)(a), Florida Statutes.
2. Plaintiff owns the following described real property in said County, where is located a Mobile Home Park containing 10 or more mobile home lots;

(Street address of Rental Property, including Lot number, City, State and Zip)
3. Defendant has possession of the property under a written agreement, copy attached, or oral agreement, to pay rent of \$ _____ payable each _____.
(Amount of Rent) (Monthly, or Weekly)
4. Defendant failed to pay rent due on _____.
(Date Defendant failed to pay rent)
5. Plaintiff served Defendant with a notice on _____ to pay the rent or deliver possession, but Defendant refuses to do either, a copy of which notice is attached.
6. Defendant owes Plaintiff past due rent of \$ _____ as of _____, which continues to accrue at the rate of \$ _____ per month, plus court costs.

COUNT II

- 7. This is an action for damages that do not exceed \$15,000.00.
- 8. Plaintiff restates those allegations contained in paragraphs 1 through 6 above.
- 9. Defendant owes Plaintiff \$ _____ that is due with interest since _____, for unpaid rent and \$ _____ for damages to the premises, plus court costs of _____.

Wherefore, Plaintiff demands judgment for damages against Defendant.

Plaintiff, Attorney or Agent

Address

City, State and Zip

Phone Number

Email Address

NOTICE TO QUIT
(Serious Rule Violation)

To: _____

You are hereby notified that you have committed an act which has endangered the life, health, safety, or property of the park residents or the peaceful enjoyment of the park by the residents, to wit:

(Explain circumstances)

You are hereby notified that I have elected to terminate your rental agreement, pursuant to 723 Florida Statutes, for the lot located at _____
_____ in Bay County, Florida, and you have seven (7) days, counting Saturdays, Sundays and Legal Holidays, from the date this notice is delivered to vacate the premises (delivery date is determined by adding five (5) calendar days to the date on the postmark); To Wit, on or before _____.

Date of Mailing: _____

Date of Posting: _____

Landlord's Name: _____

Address: _____

Phone Number _____

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Plaintiff

Case No. _____

-vs-

Division: _____

Defendant

**COMPLAINT
MOBILE HOME PARK EVICTION
(Serious Rule Violation)**

Plaintiff _____ sues Defendant _____ and alleges.

1. This is an action to evict a tenant from a Mobile Home Park in Bay County, Florida, pursuant to 723.061(1), Florida Statutes.
2. Plaintiff owns the following described real property in Bay County, wherein is located a Mobile home Park containing 10 or more mobile home lots:

(Street address of Rental Property including lot number, City, State & Zip)
3. Defendant has violated the following park rule, lease provision or section of Chapter 723, Florida Statutes. Below identify rule or lease provision or statute number an attach copy of applicable lease or rules.

4. Specifically, the defendant (state circumstances causing violation):

5. Defendant act endangered the life, health, safety or property of the park residents, or it interfered with the peaceful enjoyment of the park by the residents.
6. As a result, Plaintiff elected to terminate the rental agreement and served Defendant with a notice to vacate, which Defendant refuses to do. A copy of the notice is attached.

Wherefore, Plaintiff demands judgment for possession of the property from Defendant.

Plaintiff, Attorney or Agent

Address

City, State and Zip

Phone Number

Email Address

NOTICE TO CURE
(Repeat Rule Violation)

To: _____

You are hereby notified that, within the last thirty (30) days, you have violated a rule, regulation or lease provision of this mobile home park or a section of Chapter 723, Florida Statutes, and To Wit:

(cite the rule or statute)

Specifically, you have _____
(State the circumstances constituting the violation)

I therefore demand, pursuant to 723 Florida Statutes, that you either correct the condition described above within seven (7) days (counting Saturdays, Sundays and Holidays) of the date of delivery of this notice (delivery is computed by adding five (5) calendar days to the postmark date); To Wit, on or before _____ or vacate the lot that you now rent, located at _____.

Failure to cure the condition or repeating a cured violation within one year of the date of delivery of this notice will result in your being evicted from the premises.

Date of Mailing: _____

Date of Posting: _____

Landlord's Name: _____

Address: _____

Phone Number _____

NOTICE TO QUIT

(Repeat Rule Violation)

To: _____

You are hereby notified that you are required to vacate the premises located at _____ because you have committed a second violation of park rule, regulation, lease provision or section of Chapter 723, Florida Statutes, and To Wit:

(cite the rule, provision or statute)

Within one year of the first violation by engaging in the following:

(describe the prohibited activity)

You are required, pursuant to 723.061, Florida Statute to vacate no later than thirty (30) days from the date of delivery of this notice (which is determined by adding five calendar days to the date on the postmark of this letter); To Wit; on or before _____.

Date of Mailing: _____

Date of Posting: _____

Landlord's Name: _____

Address _____

Phone Number _____

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Plaintiff

Case No. _____

-vs-

Division _____

Defendant

**COMPLAINT
MOBILE HOME PARK EVICTION
(Repeat Rule Violations)**

Plaintiff _____ sues Defendant _____ and alleges.

1. This is an action to evict a tenant from Mobile Home Park in Bay County, Florida, pursuant to 723.061, Florida Statutes.
2. Plaintiff owns the following described real property in Bay County, wherein is located a Mobile home Park contains 10 or more mobile home lots:

(Street address of rental property including lot number, City, State and Zip)
3. Defendant has continued to violate the following park rule(s), lease provision or section of Chapter 723, Florida Statutes. Below identify rule or lease provision or statute number and attach a copy of applicable lease or rules.

4. Specifically, the defendant (state circumstances causing violation) _____

5. Defendant act endangered the life, health, safety or property of the park residents, or it interfered with the peaceful enjoyment of the park by the residents.
6. As a result, Plaintiff elected to terminate the rental agreement and served Defendant with a notice to vacate, which Defendant refuses to do. A copy of the notice is attached.

Wherefore, Plaintiff demands judgment for possession of the property from Defendant.

Plaintiff, Attorney or Agent

Address

City, State and Zip

Phone Number

Email Address

NOTICE TO VACATE
(Conviction of Crime)

To: _____

You are hereby notified that pursuant to Florida Statutes 723 you have been convicted of a crime and therefore are being notified to vacate the premises located at

You have seven (7) days, counting Saturdays, Sundays and legal holidays, from the date this notice is delivered to vacate the premises.

Date of Mailing: _____

Date of posting: _____

Landlord's Name: _____

Address: _____

Phone Number: _____

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Plaintiff

Case No. _____

-vs-

Division: _____

Defendant

**COMPLAINT
MOBILE HOME PARK EVICTION
(Conviction of Crime)**

Plaintiff, _____ sues Defendant, _____
and alleges

1. This is an action to evict a tenant from a Mobile Home Park in Bay County, Florida pursuant to 723.061 Florida Statutes.
2. Plaintiff owns the following described real property in Bay County, wherein is located a Mobile Home Park containing 10 or more mobile home lots;

(Street address of rental property, including lot number, City and State)
3. Defendant was convicted of the crime of _____ in _____ on _____, a copy of (Describe Court) (Date of Conviction) the judgment of conviction is attached.
4. The crime of which defendant was convicted constitutes a detriment to the health, safety or welfare of the park residents.

Wherefore, Plaintiff(s) demands judgment for possession of the property against Defendant.

Plaintiff, Attorney or Agent

Address

City State and Zip

Phone Number

Email Address

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Case No. _____

Plaintiff/Landlord

-vs-

Defendant/Tenant

EVICTION SUMMONS – RESIDENTIAL

THE STATE OF FLORIDA
TO EACH SHERIFF OF THE STATE

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

Name: _____

Address: _____

Telephone: _____

PLEASE READ CAREFULLY

You are being sued by _____ to require you to move out of the place where you are living for the reasons given in the attached complaint.

You are entitled to a trial to decide whether you can be required to move, but you **MUST DO ALL** of the things listed below. You must do them within 5 days (not including Saturday, Sunday or legal holidays observed by the Clerk of the Court). After the date these papers were given to you or a person who lives with you or were posted at your home.

THE THINGS YOU MUST DO ARE AS FOLLOWS:

1. Write down the reason(s) why you think you should not be forced to move. The written reason(s) must be given to the Court Clerk at the Bay County Courthouse, 300 East Fourth Street, Room,105 Panama City, Florida 32401.
2. Mail or take a copy of the written reason(s) to : _____
(name of Plaintiff)

(address of Plaintiff including City, State, Zip Code)

3. Give the Court Clerk the rent that is due as set forth in the landlord’s complaint or as

determined by the Court. **YOU MUST PAY THE CLERK THE RENT EACH TIME IT BECOMES DUE UNTIL THE LAWSUIT IS OVER.** Whether you win or lose the lawsuit, the Judge may pay this rent to the Landlord.

4. If you and the Landlord do not agree on the amount of rent owed, give the court clerk the money you say you owe. Then before the trial you must ask the Judge to set a hearing to decide what amount should be given to the Court Clerk.

5. A Court Registry fee of 3% of the first \$500 and 1½% of the remaining balance of the rent being paid to the Court Clerk will be collected when the money is posted to the Court Registry pursuant to F.S. 28.24. **MONEY PAID INTO THE COURT REGISTRY MUST BE PAID WITH CASH, CASHIER'S CHECK OR MONEY ORDER. *please remember to include fee***

IF YOU DO NOT DO ALL OF THESE THINGS WITHIN FIVE (5) WORKING DAYS YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

THE STATE OF FLORIDA
TO EACH SHERIFF OF THE STATE

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

Date: _____

BILL KINSAUL
Clerk of the Court
Bay County, Florida

By: _____
Deputy Clerk of Court

To BCSO by Plaintiff _____

To BCSO by Clerk _____

To Process Server _____

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Case No. _____

Plaintiff/Landord

-vs-

Defendant/Tenant

SUMMONS
ACTION FOR BACK RENT AND DAMAGES
(COUNT II)

To: _____
(Defendant/Tenant)

(Address)

(City, State and Zip Code)

Each Defendant is further required to serve written defenses to the demand for Back Rent and all other damages to the Premises contained in said complaint upon the above named Plaintiff,

_____ at _____
(Landlord) (Landlord's Address)

within 20 days after service of this Summons upon the defendant, exclusive of the day of service, and to file the original of said written defenses with the Clerk of said Court either before service on or thereafter. If you fail to do so, a default will be entered against the Defendant for the relief demanded in that portion of the complaint.

WITNESS my hand and seal of said Court this _____ day of _____,
20____.

BILL KINSAUL
Clerk of Court
Bay County, Florida

By: _____
Deputy Clerk of Court

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Case No. _____

Plaintiff/Landlord

-vs-

Defendant/Tenant

MOTION FOR CLERK'S DEFAULT

Plaintiff asks the Clerk to enter a default against _____,
Defendant, for failing to respond as required by law to Plaintiff's [] complaint for eviction or []
complaint for damages.

Signature

Address

_____ () _____
City, State, Zip Code

DEFAULT

A default is entered in this action against the Defendant for eviction for failure to respond as
required by law.

Dated: _____

BILL KINSAUL
Clerk of Court, Bay County

By: _____
Deputy Clerk of Court

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Case No. _____

Plaintiff/Landlord

-vs-

Defendant/Tenant

AFFIDAVIT OF DAMAGES

State of Florida
County of Bay

1. Before me, the undersigned authority, personally appeared _____, who being first duly sworn, says:
2. This affidavit is based on my own personal knowledge.
3. Defendant has possession of the property which is the subject of this eviction under an agreement to pay rent of \$_____.
4. Defendant has not paid the rent due since _____.
5. Defendant owes Plaintiff \$_____ (past due rent amount) as alleged in the complaint, \$_____ in late fees, \$_____ court costs plus interest.
6. Defendant owes Plaintiff \$_____ (amount of other damages) as alleged in the complaint plus interest.

Signature of Landlord

Address

_____()_____
City, State, Zip Code Phone

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 [] did not take an oath.

Deputy Clerk or Notary

Print Name

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Case No. _____

Plaintiff/Landlord

-vs-

Defendant/Tenant

NON-MILITARY AFFIDAVIT

STATE OF FLORIDA
COUNTY OF BAY

Personally appeared before me the undersigned authority, authorized to take oath and acknowledgements in the State and County aforesaid, _____,
Who being by me first duly sworn did state as follows:

1. That the undersigned is personally familiar with the Defendant(s) _____
_____ in the above styled matter.
2. That, to the best of the affiant's belief and information, defendant(s) is/are not in the service of the armed forces of the United States, and is/are not entitled to the relief afforded by the Soldiers and Sailors Civil Relief Act of 1940, 50 U.S.C. §§ 501net seq.
3. (Include statement of location and occupation of defendant to support non-military service claim).
4. (Include statement of age of disability of Defendant to support non-military service claim).

FURTHER AFFIANT SAYETH NAUGHT.

By: _____

State of Florida
County of Bay

The foregoing instrument was acknowledged before me this _____ day of _____,
20_____, by _____, who [] is personally known to me, or []
produced _____ as identification, and who [] did [] did not take an
oath.

Deputy Clerk or Notary

IN THE COUNTY COURT
IN AND FOR BAY COUNTY FLORIDA

Case No. _____

Plaintiff/Landlord

-VS-

Defendant/Tenant

SATISFACTION OF JUDGMENT

The undersigned, the owner and holder of that certain Final Judgment rendered in the above captioned civil action, dated _____ and recorded in Bay County, Florida, in Official Records Book _____, Page _____, does hereby acknowledge that all sums due under it have been fully paid and that said Final Judgment is hereby satisfied and is canceled and satisfied of record.

Dated this _____ day of _____, 20_____

Signature of Plaintiff

Printed Name

State of Florida
County of Bay

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, who [] is personally known to me or [] produced _____ as identification [] and who [] did or [] did not take an oath.

Deputy Clerk/Notary

Printed Name

IN THE COUNTY COURT
IN AND FOR BAY COUNTY, FLORIDA

Plaintiff/Landlord

Case No. _____

-vs-

Defendant/Tenant

NOTICE OF DISMISSAL

The Plaintiff hereby dismisses this action this _____ day of _____,
20____.

Signature of Plaintiff

Certificate of Service

I hereby certify that a copy of the foregoing Notice of Dismissal has been furnished to
_____ at _____ by
 United State Mail Hand Delivery, this _____ day of _____, 20____.

Plaintiff