TENANT EVICTION PACKET (SEVEN DAY NOTICE WITHOUT CURE)

(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 \$185.00 plus an additional \$10.00 per summons per person payable in check to **NADIA K. DAUGHTREY**, **Clerk of Courts**.

Whether a landlord has a written lease or rental agreement with a Tenant who is undesirable with a serious non-compliance (i.e. destruction, damage or misuse of property; unreasonable disturbance, etc.) the Landlord must give the Tenant a **SEVEN DAY NOTICE** (**WITHOUT CURE**), which is enclosed in this packet. Make a copy of the Notice for yourself and serve the original to the Tenant/Defendant or the person who lives with the Defendant or post it at the residence of the Defendant. Once you have given the person the Notice, he/she has **Seven (7) full days** to vacate the premises. If the tenant(s) has not moved after the seven (7) daytime limit, make a copy of the Seven Day Notice for the court file to be submitted with the remaining forms.

IT IS IMPORTANT THAT THE SEVEN 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 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** (SEVEN DAY NOTICE) 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. **Make a copy of any written lease for the court file.** 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 a **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. 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 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 PREPARED 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

SEVEN DAY NOTICE (Without Cure)

TO:			
	Tenant's full name		
	Tenant's address		
YOU ARE HEREBY advised that your written lease or rental agreeme terminated effective immediately on the following-described property:			
		elivery of this letter to vacate the premises. This owing reason(s):	
		·	
		Landlord's signature	
		Landlord's printed name	
		Address Phone:	
	PRO	OF OF SERVICE	
served in pos	the seven Day Notice, of which is session in the manner(s) indicate On, 20, I I handed the Notice to a per discretion at the tenant's reside	rears of age, declare under penalty of perjury that I a this is a true copy, on the above-mentioned Tenanted below: handed the Notice to the tenant. rson of suitable age (over 15 years of age) and note on	
Execu	nted on, 20_		
		Owner	

vs. 	CASE NO
	Defendant(s).
	EVICTION SUMMONS/RESIDENTIAL
TO: (Defe	ndant(s) name and address)
	PLEASE READ CAREFULLY
	You are being sued by (insert landlord's name)
to requi	ire you to move out of the property located at for the reasons given in the attached complaint.
but you N days (not	u are entitled to a trial to decide whether you can be required to move, MUST do ALL of the things listed below. You must do them within 5 including Saturdays, Sundays, or legal holidays) after the date these ere given to you or to a person who lives with you or were posted at ie.
THE	THINGS YOU MUST DO TO CHALLENGE THE EVICTION ARE AS FOLLOWS:
1.	Write down the reason(s) why you think you should not be forced to move. (You may use Florida Supreme Court Form 1.947(b), Answer—Residential Eviction, to do this.) The written reason(s) must be given to the clerk of the court at the DeSoto County Courthouse, 115 East Oak Street, Arcadia, FL 34266.
2.	Mail or take a copy of your written reason(s) to: (insert landlord's name and address)

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- 3. Pay the Clerk of Court the rent that is due. You MUST pay the Clerk of the Court the rent each time it becomes due until the lawsuit is over. Whether you win or lose the lawsuit, the judge may release this rent to the landlord. [By statute, public housing tenants or tenants receiving rent subsidies must be required to pay only that portion of the full rent for which the tenant is responsible under the federal, state, or local program in which they are participating.] NO CHECKS ACCEPTED.
- 4. If you and the landlord do not agree on the amount of rent owed, you must file a written request (motion) that asks the judge to decide how much money you must pay to the Clerk of the Court. The written request must be filed with your answer to the eviction complaint. A copy of your motion must also be mailed or hand delivered to the plaintiff(s) attorney, or if the plaintiff(s) has no attorney, to the plaintiff.

IF YOU DO NOT DO ALL OF THESE THINGS WITHIN 5 DAYS (NOT INCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS FOR YOUR COURTHOUSE)
YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

SUMMONS ACTION FOR BACK RENT OR OTHER DAMAGES

demand for back rent or any otl above (insert landlord's name a	r required to serve written defenses to the her damages alleged in the complaint on the nd
ithin 20 days after service of thi day of service, and to file the or the Court either before service of	wis summons on the defendant, exclusive of the riginal of the written defenses with the Clerk of on (insert landlord's
	o, a default may be entered against the defendant

You may want to call a lawyer right away. If you do not know a lawyer, you can contact the Lawyer Referral Service on The Florida Bar's website. If you cannot afford a lawyer, you may be eligible for free legal aid. You can locate legal aid programs by searching for "legal aid" on The Florida Bar's website.

If you cannot afford an attorney, you may contact Florida Rural Legal Services at (239) 334-4554 (Ft. Myers) or https://www.frls.org. If you do not qualify for free legal assistance or do not know an attorney, you may use an attorney referral service or contact the Florida Bar Referral Service at (800) 342-8011 or https://www.floridabar.org/public/lrs/.

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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.

Dated on	
(COURT SEAL)	NADIA K. DAUGHTREY DESOTO CLERK OF COURTS
(COURT SEAL)	By: Deputy Clerk

If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the DeSoto Clerk of Court at 863-993-4876 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

	-
(Name and Address) Plaintiff(s),	-
vs.	CASE NO
	- -
(Name and Address) Defendant(s).	
NOTICE OF PE	RMANENT MAILING ADDRESS
I/We,	the Plaintiff(s) in the above styled cause of action ag address is as follows:
Phone:	
	NLY THIS ADDRESS WILL BE USED BY THE COURT, INTERVENING PARTIES TO THIS CASE FOR THE
	are hearings in this case, and
b. Any Court document	ments and papers pertaining to this case.
above address and that in the event persona be attempted to be served at the above liste address. I/We also understand that if I/We I/We must notify the Clerk of Court of n	and court papers in this case will be sent to me/us only at the l service of any court documents is necessary that they will first a address unless and until I/We notify the court of my/our new change my/our permanent mailing address or residence address, my/our new address in writing by completion of another form ass within one week of the change of address and with a copy
CLERK	C OF COURT
115 Eas	County Civil st Oak Street s, Florida 34266
Court informed of any change in my/our documents and notice of all future hearings	d I/We understand that it is my/our responsibility to keep the current address. I/We understand that copies of any court which are mailed to my/our current address set forth herein will be Court may proceed on all matters noticed and mailed to the or said hearing.
Dated:	Signatura
	Signature

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Name and Address, Plaintiff(s),		
vs.	CASE NO	
Name and Address, Defendant(s).		
STATEMENT OF RESPONSIBILITY Landlord - Tenant Action		
Before filing this case, I have considered the following matters and acknowledge that: 1. This case is being filed in the County Court under the Landlord and Tenant Law of Florida, Chapter 83 Florida Statutes and as set forth in Chapter 51. That the conduct of this case will be in accordance with the rules of procedure and laws of Florida which apply to this case. 2. The naming of proper parties is an important element of the case and the responsibility for naming the proper plaintiff(s) and defendant(s) in this case is mine. 3. I am responsible for the furnishing of a correct address or location at which the defendant(s) can be served or given notice of this suit. 4. I assume responsibility as to my right to file this case for myself or for the named plaintiff(s) realizing that if the plaintiff is a corporation that such plaintiff may be required to be represented by an attorney. 5. I do not expect the Clerk who receives and files this claim to give me legal advice as to how to prosecute this case and acknowledge that the Clerk is not acting as my attorney or legal advisor. 6. I am solely responsible for the collection of any judgment entered in my favor.		

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Signature

Dated: _____

Name a	and Address Plaintiff(s),			
vs.		CASE	E NO	
Name a	and Address Defendant(s).			
	COMPLAINT FO	OR TENANT EV on Day Notice)	TICTION	
Plaintif	f sues defendant and alleges:			
	This is an action to evict a tenar not a mobile home in a park. Thi		•	Florida.
2.	Plaintiff(s) owns the following-d	escribed real prop	perty, to-wit:	
	That the defendant(s) has posses of the written agreement is attacl		•	reement.
	The rental agreement (check on If mobile home, the agreement only.			
deliver	Plaintiff(s) served Defendant(s) v possession for the following reas A. Non-compliance with B. Non-compliance with state the non-compliance:	on: rental agreement rental agreement	with cure. (F.S. 83.56(2) without cure. (F.S.83.5	2)(b). 6(2)(a).
	of the Notice is attached as Exhi			

6. Defendant(s) has failed to comply possession.	with the above Notice and refuses to deliver
WHEREFORE, Plaintiff(s) demands judg Defendant(s).	gment for possession of the property against
	Signature of Plaintiff
	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

Plaintiff	
Vs.	Case No
Defendant	
CERTIFIC	CATE OF MAILING
pursuant to Florida Statutes 48.18	k of the County Court, do hereby certify that i3, the landlord has provided the Clerk of the and pre-stamped envelopes addressed to the mailed to:
•	g of this Certificate of Mailing has been properly opies of the summons and complaint were
occurs later; and at least 5 days fr	n the date of posting or mailing, whichever com the date of service must have elapsed al of the defendant may be entered.
Dated on:	
	Nadia K. Daughtrey Clerk of the Court Desoto County, Florida
	By:
4	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 CLO	SURE AFTER 90 DAYS OF INACTIVITY
Plaintiff/Landlord does here inactivity.	eby consent to the closure of this case upon 90 days of
mactivity.	
·	nd correct copy of the foregoing has been furnished
by U.S. Mail, email service, or init Defendant(s)/Tenant(s)	ial service of process to the above-named
at this address:	
·	
Dated this day of	, 20
	PLAINTIFF/LANDLORD

DEFAULT PACKAGE FOR EVICTION FOR SEVEN DAY NOTICE (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) daytime 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 DESOTO COUNTY, FLORIDA Plaintiff(s), CASE NO. _____ VS. Defendant(s). MOTION FOR CLERK'S DEFAULT **SEVEN DAY NOTICE** Plaintiff asks the clerk to enter a default against _____ Defendant(s), for failing to respond as required by law to Plaintiff's complaint for residential eviction. Plaintiff's signature Address Phone: _____ **DEFAULT FOR EVICTION FOR SEVEN DAY NOTICE** A default is entered in this action for eviction against the Defendant(s) for failure to respond as required by law. NADIA K. DAUGHTREY DATED_____ **CLERK OF COURT** BY: ______ Deputy Clerk

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	- -
Plaintiff(s),	_
VS.	CASE NO
	_ _
Defendant(s).	_
AFFIDAVIT OF COURT CO	OSTS AND NON-MILITARY SERVICE
STATE OF FLORIDA, COUNTY OF DESOTO.	
Before me, the undersigned aut	hority, personally appeared
1. That he/she is the Landl	lord of rented premises located in DeSoto County,
2. That Defendant(s) rented the subject premises from the La	andlord by oral written agreement.
3. The Landlord, on theday notice possession of the premises.	day of, 20, served a seven (7)
4. The Defendant(s) failed the applicable time period.	to comply with the demand of the notice within
5. The Landlord has paid service of process fee in the amount of	a filing fee in the amount of \$ and a \$
6. The Defendant(s) is/are of the United States of America since the	not now nor has/have been in the military service he institution of this action.
	 Landlord

STATE OF FLORIDA, COUNTY OF DESOTO.

The foregoing instrument was acknown	vledged before me this day of
, 20, by	
who is personally known to me or who has p	
as identification and who [] did [] did not	take an oath.
	Notary public or deputy clerk

Plaintiff(s),	_
vs.	CASE NO
Defendant(s).	
	JUDGMENT FOR POSSESSION - CTION – SEVEN DAY NOTICE
	enter a Final Judgment for Possession against , the Defendant(s) for residential eviction
and says:	
1. Plaintiff filed a complete Defendant(s).	laint alleging grounds for residential eviction of
2. A Default was entered by	by the Clerk of Court on
WHEREFORE, Plaintiff asks tagainst Defendant(s).	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).	
	DESCRIPTION OF DEFENDANT(S)
	WRIT OF POSSESSION
(This is information for Sheriff's	Department for purposes of identification)
Address of employment:	of employment:
2. Physical description of Defenda Race: Sex: Male Femal Height: Weight:	e Date of Birth or Age: Eye Color: Hair Color:
Distinguishing marks and/or scars: Other names Defendant goes by (aliases or nickn	ames):
DEFENDANT NO. 2: 3. Defendant's last known place of	of employment:
Address of employment:	
4. Physical description of Defenda	
Height: Weight:	Eye Color: Hair Color:
Other names Defendant goes by (aliases or nickn	ames):
DATED:	Signature of Landlord/Plaintiff
	Address Phone:
	

vs.	CASE NO.		
Defendant(s).			
ANSWER—RESIDENTIAL EVICTION			
b. Defendant admits that all true EXCEPT:	complaint as follows: es each statement of the complaint. the statements of the complaint are s) in paragraph(s) of the complaint is/are		
(ii) I do not know whether th complaint is/are true or false, so	le information in paragraph(s) of the lam denying them.		
you must take one of the followinga. If you agree with the land pay the rent owed into the court inb. If you disagree with the lareason, then you must check box you disagreec. You MUST pay the Clerk of becomes due until the lawsuit is of If you fail to follow these instruct	lord about the rent owed, then you must registry when you file this response. andlord about the rent owed for any 3(b) below and describe with detail why of the Court the rent each time it		

e. The landlord waived, changed, or canceled the notice that required me to move out of the residence. Please explain:
d. I paid the rent demanded by the landlord in the notice to pay rent. Please explain:
c. I attempted/offered to pay all the rent due before the notice to pay rent expired, but the landlord did not accept the rent payment. Please explain:
b. I do not owe the total amount of rent or ongoing amount of rent the landlord claims I owe. I am also asking this court to determine the amount of rent that must be deposited into the court registry and requesting a hearing. (Motion to Determine Rent.) Please explain:
complaint: (Check ONLY the defenses that apply, and state brief facts to support each checked defense.) a. The landlord did not make repairs, and I withheld my rent after sending written notice to the landlord. (Attach a copy of the written notice to the landlord.) Please explain:

f. The landlord filed the eviction in retaliation against me. For example, the tenant has complained to a governmental agency charged with responsibility for enforcement of building, housing, or health codes of a suspected violation, or tenant has complained directly to the landlord. Please explain:
g. The landlord filed the eviction in violation of the Federal Fair Housing Act and/or the Florida Fair Housing Act. Please explain:
h. The landlord accepted rent from me after sending me the notice to terminate. Please explain:
i. I already corrected the violations claimed by the landlord on the notice to terminate. Please explain:
j. The landlord is not the owner of the property where I live. Please explain:
·
k. I did not receive the notice to terminate or the notice was legally incorrect. Please explain:

I. Other defenses. Please explain:		
4. You have a constitutional right to request a trial by a jury of your peers instead of a judge. However, there are some things you should know about this right: a. You may have waived this right in your lease, so review it carefully before requesting a jury trial. b. If you want a jury trial, you should request it in writing when you file your answer or you may waive your right to a jury trial. c. Jury trials are not simple to conduct. You will bear some responsibility in the process and, if you are unprepared, it may be difficult to represent yourself in a jury trial. Additionally, once you request a jury trial, if you change your mind and you want the judge to decide your case, the landlord will need to agree. d. If you have questions about whether to request a jury trial, you should speak with an attorney. 5. Select whether you want to request a jury trial: (Check only one.) I want a judge to decide my case.		
I want a jury to decide my case. All of the statements made above are true to the best of my knowledge		
and belief.		
Date:	Signature:	
	Printed Name:	
	Address:	
	Telephone Number:	
	E-mail Address:	

NOTE: Each defendant named in the complaint for whom this answer is

filed must sign this answer unless the defendant's attorney signs.

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