

How to Complete the Evictions Done For You Form

This form gathers the information a landlord needs to file a three-day eviction notice against a tenant. Follow the instructions below so you provide complete and accurate information for each field.

Your Contact Details

1. **First Name (required)** – Enter your legal first name as the person completing and executing the forms.
2. **Last Name (required)** – Enter your family name or surname.
3. **Mobile Number Only (required)** – Provide a cell phone number where you can be reached. Use numbers only and include the area code. This number is used for questions about your eviction case.
4. **Email (required)** – Provide a valid email address. Court notices and follow-up instructions will be sent here, so make sure you monitor the inbox.

Landlord and Property Information

5. **Plaintiff (Landlord Name)** – Write the full legal name of the landlord (the plaintiff) who is filing the eviction. This may be your personal name or a business entity that owns the property. If there is a written lease, it will need to match the Landlords name on the lease.
6. **Property Full Address** – Enter the complete street address of the rental property involved in the eviction. Include the house number, street name, apartment/unit number (if any), city, state and ZIP code.

7. **County** – Select the county where the rental property is located. This determines which court will hear the case. In the current form, Choose the county that applies to your property.

Tenant Information

Tenant 1 (Full Name) – Enter the complete legal name of the first tenant on the lease. Make sure it matches the lease agreement. If the tenant goes by a middle name, include it.

Tenant 2 (Full Name) – If there is a second tenant, enter their full legal name. Leave this blank if there is only one tenant. If you're unsure of names of adults that may be residing in the home, you can put <and all others in possession> as tenant 2.

If there are more than two tenants, you can add two full tenant names in each of the tenant 1 and tenant 2 sections. Ex: tenant 2: Robert Rich, Gladys Young

Rent Amounts

11. **Sum of Rent Owed** – Enter the total amount of unpaid rent the tenant owes. You must state the **exact rent owed and cannot include other charges such as late fees, utilities or damages**. Use whole numbers without a dollar sign (the form already displays a \$ symbol).
12. **Monthly Rent** – Provide the tenant's regular monthly rent amount. This should reflect the rent stated in the lease agreement. Again, use numbers only and do not add extra fees.

Important Dates

13. **Date the Renter Last Paid Rent** – Use the date picker to select the date when the tenant last made a rent payment.
14. **Landlord Mailing Address** – Enter the mailing address where court documents and responses should be sent. This can be your home, office or a P.O. box. Include the full address (street, city, state and ZIP code).
15. **Date You Plan to Serve Documents** – Select the date you intend to serve, or have already served, the three day notice on the tenant. Use the calendar tool provided. If

you plan to mail the notice, remember Florida law requires adding extra days for delivery.

16. **3 Day Notice Date (3 days from service date)** – This is the **deadline for the tenant to pay or move out**. To calculate it:

- Start with the **Date You Plan to Serve Documents**. Do not count this first day.
- **Exclude weekends and legal holidays**
- Count three business days forward; the date you land on is the *3-Day Notice Date*. For instance, if you serve the notice on a Friday, skip Saturday and Sunday. Monday counts as Day 1, Tuesday Day 2 and Wednesday Day 3.
- Use the date picker to select the correct date.

Submitting the Form

17. **Get Started Button** – After completing all fields, review your entries for accuracy and click **GET STARTED** to submit the form. Double-check spelling, ensure the amounts are correct and that all dates have been calculated properly. Providing accurate information helps avoid delays or dismissal of your eviction case.

Additional Tips

- **Gather documents first.** Have your lease agreement, payment history and tenant information ready before you start filling out the form. This ensures you can quickly enter accurate details.
- **Do not include non-rent charges.** When stating the rent owed, remember you cannot include late fees, utilities or other charges. Only unpaid rent should be listed.
- **Count the three days carefully.** Florida law requires that the three-day period exclude weekends, legal holidays and the day the notice is served. Miscounting could invalidate your notice.

By following these steps and guidelines, you will complete the **Evictions Done For You** form accurately and provide the necessary information for your three-day eviction notice.

Next Steps After Submission

Once you click **GET STARTED** and submit your information, there are additional actions you must take to finalize your eviction paperwork:

1. **Look for a text message and email.** After submission, you will receive a set of 9 documents via both text message and email. These documents are identical, so open them on whichever platform is most convenient. Review each one carefully to ensure the names, dates and amounts are accurate.
2. **Documents requiring your signature.** The following documents require your signature and can be e-signed:
 - **3-Day Notice** – The notice you will deliver to the tenant, demanding payment or possession.
 - **Complaint** – The official court complaint used to file the eviction case.
 - **Disclosure Non-Lawyer** – A statement that the forms were not prepared by an attorney.
 - **Motion for Clerk's Default** – A request for the clerk to enter a default judgment if the tenant does not respond.
 - **Non-Military Affidavit** – A sworn affidavit that the tenant is not an active-duty member of the military.
3. For each of these documents, verify that all details match the information you provided before signing.
4. **Signing the documents.** You can electronically sign the 3-Day Notice, Complaint, Disclosure Non-Lawyer and Motion for Clerk's Default directly through the platform.

The **Non-Military Affidavit** must be signed in the presence of a **notary public**—schedule a notary appointment, bring identification and sign the affidavit under their supervision.

5. **Receive completed documents.** After all required signatures are in place, you will receive a final text message containing the completed documents with your signature. Save these documents for your records and follow any additional instructions on how to serve them on your tenant.

Taking these steps after submission ensures that your eviction paperwork is properly executed and helps move your case forward without unnecessary delays.

