



GRANT MALOY
Clerk of the Circuit Court and Comptroller
Seminole County

The eviction packet the Clerk's Office has available is strictly for non-payment of rent and only for residential property in Seminole County. Commercial evictions or evictions filed by corporations are to be filed by an attorney. Only a property owner or his/her attorney may file an eviction suit. If you are evicting your tenant for any reason other than non-payment of rent, you may consult an attorney or visit our local law library to research the forms you will need, as we do not have them available.

Eviction Procedure:

1. Post the 3-day notice. (Make sure you make copies before posting as you will need copies when you file.)
2. When the time has passed, file our eviction paperwork either at the main courthouse at 301 N. Park Avenue, Sanford, FL, 32771, the East Branch located in the Wilshire Plaza at 376 Wilshire Blvd., Casselberry, FL, 32707 or the West Branch located in the Shoppes at Brantley Hall, 990 SR 434 North, #1124, Altamonte Springs, FL, 32714. Please call us at (407) 665-4300 for information about which forms you will need to file, the number of copies necessary, the Clerk's filing fees and the Sheriff's fee.
3. Once your paperwork has been filed, the Clerk will issue the summons. There is a five-day summons for possession of the property and a 20-day summons for the rent due. If you are only filing for possession of the property, only a five-day summons will be issued. If all your paperwork is filed correctly and you follow the procedure, an eviction generally takes about 2-3 weeks.
4. There are more forms in the packet. Please keep these forms as you may need them later in the process.
5. There are some forms that you may not need to use as the tenant may move out before you complete the eviction process.
6. Please remember, the Clerk's Office is not trained in the law. We can only assist you procedurally in filing the paperwork.

If you have any further questions, please call us at (407) 665-4300.

Thank you.

CC0821.037

2021 LEGAL HOLIDAYS

Pursuant to Florida Rule of
Judicial Administration 2.514(6)(A)

New Year's Day, January 1

Martin Luther King Jr. Day, January 18

*Spring Holiday, April 2

Memorial Day, May 31

Independence Day, July 5

Labor Day, September 6

*Rosh Hashanah, September 7

*Yom Kippur, September 16

Veterans Day, November 11

Thanksgiving Day, November 25

Friday after Thanksgiving, November 26

*Chief Judge Holiday, December 23

Christmas Day, December 24

*Judicial Holidays-pursuant to Florida
Rule of Judicial Administration
2.514(6)(B)

**NOTICE FROM LANDLORD TO TENANT – TERMINATION
FOR FAILURE TO PAY RENT**

To:

Tenant's Name
Address
City, State, Zip Code
From:
Date:

You are hereby notified that you are indebted to me in the sum of \$ _____
for the rent and use of the premises located at _____,
Seminole County, Florida, now occupied by you and that I demand payment of the rent or
possession of the premises within three (3) days from the date of delivery of this notice to-wit:
on or before the _____ day of _____, 20__ [Exclude the date of
delivery, Saturday, Sunday and legal holidays].

Signature

Name of Landlord/Property Manager
[circle one]

Address [street address where Tenant can
deliver rent]

City, State, Zip Code

Phone Number

Hand delivered on: _____

Posted on: _____

IN THE COUNTY COURT, IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO.: _____

**COMPLAINT FOR TENANT EVICTION
(Non-Payment of Rent)**

PLAINTIFF(S)/LANDLORD(S)

VS.

DEFENDANT(S)/TENANT(S)

COUNT I

Plaintiff(s) sues Defendant(s) and alleges:

1. This is an action to evict a tenant from real property in Seminole County, Florida.
2. Plaintiff(s) owns the following described real property in said County:

(Street Address, City, State and Zip Code)

3. That the Defendant(s) has/have possession of the premises under oral/written (attach copy) agreement to pay rent of \$_____ per _____, to be paid on the _____ day of each _____.
4. Defendant(s) failed to pay rent on _____, _____.
5. Plaintiff(s) served Defendant(s) with notice on _____, to pay the rent or deliver possession, but Defendant(s) refuses to do so.

WHEREFORE, Plaintiff(s) demands judgment for possession of the property.

COUNT II

(Suit to Recover Damages)

Plaintiff(s) sues Defendant(s) and alleges:

1. This is an action for damages in the amount of \$_____ that is due for rent for the period of _____.

WHEREFORE, Plaintiff(s) demands judgment for damages against Defendant(s).

Signature of Plaintiff(s) or Attorney

Address

City, State, Zip Code

Telephone Number (Include Area Code)

IN THE COUNTY COURT, IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO.: _____

PLAINTIFF(S)/LANDLORD(S)

EVICTIION SUMMONS/RESIDENTIAL

VS.

If you deposit rent into the registry of the court, you must pay by Cash, Money Order or Cashier's Check made payable to the Clerk of the Court. There is a fee to deposit: 3% of the first \$500 and 1.5% thereafter.

DEFENDANT(S)/TENANT(S)

TO: _____
DEFENDANT(S)/TENANT(S)

STREET ADDRESS

CITY, STATE, ZIP

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 determine whether you can be required to move, but you **MUST** do ALL of the things listed below. You must do them within five (5) days (not including Saturday, Sunday, or any legal holiday) after the date these papers were given to you or to 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 Clerk of the Court, County Civil Division at the Seminole County Courthouse, 301 N. Park Avenue, Sanford, Florida 32771-1292.

2. Mail or give a copy of your written reason(s) to:

Plaintiff/Plaintiff's Attorney

Mailing Address

City, State, Zip Code

3. Pay the Clerk of the Court the amount of rent that the attached complaint claims to be due and any rent that becomes due until the lawsuit is over. If you believe that the amount claimed in the complaint is incorrect, you should file with the Clerk of the Court a motion to have the court determine the amount to be paid. If you file a motion, you must attach to the motion any documents supporting your position and mail or give a copy of the motion to the Plaintiff/Plaintiff's attorney.

4. If you file a motion to have the court determine the amount of rent to be paid to the Clerk of the Court, you must immediately contact the office of the judge to whom the case is assigned to schedule a hearing to decide what amount should be paid to the Clerk of the Court while the lawsuit is pending.

IF YOU DO NOT DO ALL OF THE THINGS SPECIFIED ABOVE WITHIN FIVE (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 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 twenty (20) days after the date these papers were given to you or to a person who lives with you. This obligation is separate from the requirement of answering the claim for eviction within five (5) working days after these papers were given to you or to a person who lives with you or were posted at your home.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Court Administration, 301 North Park Avenue, Sanford, FL 32771, telephone number (407) 665-4227 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.

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 _____, _____.

Grant Maloy
Clerk of the Circuit Court and Comptroller

By: _____
Deputy Clerk

NOTIFICACION DE DESALOJO/RESIDENCIAL

A: _____

Demandado(s)

SIRVASE LEER CON CUIDADO

Usted esta siendo demandado por _____ 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 se le pide a continuacion en un plazo de 5 días (no incluidos los sabados, domingos, ni días feriados) a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted , o se colocaron en su casa.

USTED DEBERA HACER LO SIGUENTE:

- 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 el _____ County Courthouse.

_____, Florida.

2. Envier por correo o darle su(s) motivo(s) por escrito a:

Demandante/Abogado del Demandante

Dirección

3. Pagarle al secretario del tribunal el monto del alquiler que la demanda adjunta reclama como adeudado, así como cualquier alquiler pagadero hasta que concluya el litigio. Si usted considera que el monto reclamado en la demanda es incorrecto , deberá presentarle al secretario del tribunal una moción para que el tribunal determine el monto que deba pagarse. Si usted presenta una moción , deberá adjuntarle a esta cualesquiera documentos que respalden su posición , y enviar por correo o entregar una copia de la misma al demandante/abogado del demandante.
4. Si usted presenta una moción para que el tribunal determine el monto del alquiler que deba pagarse al secretario del tribunal, deberá comunicarse de inmediato con la oficina del juez al 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 esté pendiente.

SI USTED 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 COLOQUEN EN SU CASA, SE LE PODRA DESALOJAR SIN NECESIDAD DE CELEBRAR UNA AUDIENCIA NI CURSARSELE OTRO AVISO.

5. Si la demanda adjunta también incluye una reclamación por daños y perjuicios pecunarios (tales como el incumplimiento de pago del alquiler), usted deberá responder a dicha reclamación por separado. Deberá exponer por escrito los motivos por los cuales considera que usted no debe la suma reclamada, y entregarlos al secretario del tribunal en la dirección que se especifica en el parrafo (1) anterior, así como enviar por correo o entregar una copia de los mismos al demandante/abogado del demandante en la dirección que se especifica en el parrafo (2) anterior. Esto deberá llevarse a cabo en un plazo de 20 días a partir de la fecha en que estos documentos se le entregaron a usted o a una persona que vive con usted. Esta obligación es aparte del requisito de responder a la demanda de desalojo en un plazo de 5 días 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.

Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con ADA Coordinator, Court Administration, 301 North Park Avenue, Sanford, FL 32771, telephone number (407) 665-4227, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacitación del oído o de la voz, llame al 711.

CITATION D'EVICITION/RESIDENTIELLE

A: _____

Defendeur(s)

LISEZ ATTENTIVEMENT

Vous tes poursuivi par _____ pour
exiger que vous evacuez les lieux de votre residence pour les raisons enumerees dans la plainte ci-dessous.

Vous avez droit a un proces pour determiner si vous devez demenager, mais vous devez, au prealable, suivre les instructions enumerees ci-dessous, pendant les 5 jours (non compris 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 affichees a votre residence.

LISTE DES INSTRUCTIONS A SUIVRE:

1. Enumerer par ecrit les raisons pour lesquelles vous pensez ne pas avoir a demenager. Elles doivent etre remises au clerk du tribunal a _____ County Courthouse.

_____, Florida.

2. Envoyer ou donner une copie au:

Plaignant/Avocat du Plaignant

Adresse

3. Payer au clerk du tribunal le montant des loyers dus comme etabli dans la plainte et le montant des loyers dus jusqu'a la fin du process. Si vous pensez que le montant etabli dans la plainte est incorrect, vous devez presenter au clerk du tribunal une demande en justice pour determiner la somme a payer. Pour cela vous devez attacher a la demande tous les doucments soutenant votre position et faire parvenir une copie de la demande au plaignant/avocat du plaignant.
4. Si vous faites une demande en justice pour determiner la somme a payer au clerk du tribunal, vous devrez immediatement prevenir le bureau de juge que presidera au process pour fixer la date de l'audience qui decidera quelle somme doit etre payee au clerk 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, VOUS POUVEZ ETRE EXPULSES SANS AUDIENCE OU SANS AVIS PREALABLE.

5. Si la plainte ci-dessus contient une demande pour dommages pecuniaires, tels des loyers arrieres, vous devez y repondre 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 clerk du tribunal a l'adresse specifiee dans le paragraphe (1) et une copie de ces raisons donnee ou envoyee au plaignant/avocat du plaignant a l'adresse specifiee dans le paragraphe (2). Cela doit etre fait dans le 20 jours suivant la date ou ces documents ont ete presents a vous ou a la personne habitant avec vous. Cette obligation ne fait pas partie des instructions a suivre en response au proces d'eviction dans les 5 jours suivant la date ou ces documents ont ete presentes a vous ou a la personne habitant avec vous, ou affichees a votre residence.

Si ou se yon moun ki enfim ki bezwen akomodasyon pou w kab patisipe nan pwosedi sa a, ou gen dwa, san ou pa bezwen peye okenn lajan, pou w jwenn yon sèten èd. Tanpri kontakte ADA Coordinator, Court Administration, Kòdonatris pwogram Lwa Ameriken pou Moun ki Enfim yo nan 301 North Park Avenue, Sanford, FL 32771, telephone number (407) 665-4227, fè sa omwen 7 jou anvan dat ou gen randevou pou parèt nan Tribinal la, oswa fè sa imedyatman apre ou fin resevwa konvokasyon an si dat ou gen pou w parèt nan tribinal la mwens pase 7 jou; si ou gen pwoblèm pou w tande byen oswa pou w pale klè, rele 711.

IN THE COUNTY COURT, IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO. _____

PLAINTIFF(S)/LANDLORD(S)

VS

DEFENDANT(S)/TENANT(S)

MOTION FOR DEFAULT

Plaintiff(s) moves for entry of a default by the clerk against Defendant(s) _____
_____, for failure to serve any paper on the
undersigned or file any paper as required by law as to ____ Count I (Possession), ____ Count II (Damages).

Signature of Plaintiff(s) or Attorney

Address

City, State Zip Code

Telephone (Include Area Code)

Email Address

DEFAULT

A default is entered in this action against the Defendant(s) named in the foregoing motion as to
____ Count I (Possession), ____ Count II (Damages), for failure to serve or file any paper as required by
law.

Dated on _____.

(SEAL)

**GRANT MALOY
CLERK OF THE CIRCUIT COURT
AND COMPTROLLER**

BY: _____
DEPUTY CLERK

IN THE COUNTY COURT, IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO.: _____

PLAINTIFF(S)/LANDLORD(S)

VS.

MOTION FOR DEFAULT

(For failure to deposit money into the Court Registry)

DEFENDANT(S)/TENANT(S)

Plaintiff(s) moves for entry of a default by the Court against Defendant(s) _____
_____, for failure to deposit money into the Court Registry as
required by law as to Count I (Possession).

Signature of Plaintiff(s) or Attorney

Address

City, State, Zip Code

Telephone (Include Area Code)

Email Address

DEFAULT

A default is entered in this action against the Defendant(s) named in the foregoing motion as to Count I
(Possession), for failure to deposit money into the Court Registry as required by law.

Dated on _____.

(SEAL)

BY: _____

COUNTY JUDGE

IN THE COUNTY COURT, IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO.: _____

PLAINTIFF(S)/LANDLORD(S)

**FINAL JUDGMENT FOR POSSESSION
(COUNT I)**

VS.

DEFENDANT(S)/TENANT(S)

Address

This cause coming on to be heard this day upon Plaintiff's Tenant Eviction Complaint, the Court finds that:

_____ The Plaintiff(s) is/are entitles to possession of the property as set forth in said Complaint, and the Defendant(s) has/have failed to move as required by law from said property.

_____ A default has been duly entered against the Defendant(s), and the Plaintiff(s) is/are entitled to possession of the property as set forth in said Complaint, and the Defendant(s) has/have failed to move as required by law from said property.

It is, therefore,

ORDERED AND ADJUDGED:

1. That Final Judgment be and the same is hereby entered in favor of the Plaintiff(s), _____,
_____,
against Defendant(s), _____,
_____, for possession of the premises located at: _____,
_____,
for which let Writ of Possession issue.
2. That Plaintiff(s) recover from said Defendant(s) costs herein taxed in the sum of \$ _____,
that shall bear interest at the rate of _____ percent a year, for which let execution issue.

ORDERED at Sanford, Seminole County, Florida on _____.

Copies furnished to:

COUNTY JUDGE

IN THE COUNTY COURT, IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO. _____

**WRIT OF POSSESSION
(Removal of Tenant)**

PLAINTIFF(S)/LANDLORD(S)

VS

PLAINTIFF(S)/LANDLORD(S) TELEPHONE NO.

DEFENDANT(S)/TENANT(S)

THE STATE OF FLORIDA:
TO THE SHERIFF OF SEMINOLE COUNTY, FLORIDA

YOU ARE COMMANDED to remove all persons from the following described property in Seminole
County, Florida: _____

(Street Address)

(City, State, Zip Code)

and to put _____ in possession of it.
PLAINTIFF(S)/LANDLORD(S)

DATED ON _____.

**GRANT MALOY
CLERK OF THE CIRCUIT COURT
AND COMPTROLLER**

(SEAL)

BY: _____
DEPUTY CLERK

IN THE _____ COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT
IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NUMBER: _____

PLAINTIFF

v.

DEFENDANT

LANDLORD CARES ACT INFORMATION SHEET

I _____ (your name), state the following:

1. I am the Plaintiff in the above titled action.
2. I have filed an action to evict a tenant from real property located at _____
_____ (street address of the property including, if applicable, unit number)
3. The real property listed above participates in the following programs (mark all that apply)
 - Public housing (42 U.S.C. § 1437d)
 - Section 8 Housing Choice Voucher program (42 U.S.C. § 1437t)
 - Section 8 project-based housing (42 U.S.C. § 1437t)
 - Section 202 supportive housing for the elderly (12 U.S.C. § 1701q)
 - Section 811 supportive housing for people with disabilities (42 U.S.C. § 8013)
 - Section 236 multifamily rental housing (12 U.S.C. § 1715z-1)
 - Section 221 (d)(3) Below Market Interest Rate (BMIR) housing (12 U.S.C. § 1715/(d))
 - HOME Investment Partnerships (42 U.S.C. § 12741 et seq.)
 - Housing Opportunities for Persons with AIDS (HOWPA) (42 U.S.C. § 12901 et seq.)
 - McKinney-Vento Act homelessness programs (42 U.S.C. § 11360 et seq.)

Section 515 rural rental housing (42 U.S.C. § 1485)

Sections 514 and 516 farm labor housing (42 U.S.C. §§ 1484, 1486)

Section 533 housing preservation grants (42 U.S.C. § 1490m)

Section 538 multifamily rental housing (42 U.S.C. § 1490p-2)

Low Income Housing Tax Credit (LIHTC) (26 U.S.C. § 42)

Rural housing voucher program under section 542 of the Housing Act of 1949
(42 U.S.C. § 1490r)

None of the above

4. The real property listed above has a federally backed mortgage loan or federally backed multifamily mortgage loan, which includes, but is not limited to, any loan made, insured, guaranteed, supplemented in any way by:

- The Federal Housing Administration (FHA)
- The Department of Housing and Urban Development (HUD)
- Department of Veteran Affairs (VA)
- Department of Agriculture/Rural Housing Services (RHS)
- Fannie Mae or Freddie Mac

Yes

No

VERIFICATION

Under penalties of perjury, I declare that I have read the foregoing Landlord CARES Act Information Sheet and that the facts stated in it are true.

Signature

CERTIFICATE OF SERVICE

I CERTIFY that I _____ mailed, _____ faxed and mailed, or _____ hand delivered a copy of this
Landlord CARES Act Information sheet to the Defendant at _____
_____ (insert address at which Tenant was served
and fax number if sent by fax).

_____ (Signature)

_____ (Name)

_____ (Street Address)

_____ (City, State, Zip)

_____ (Phone Number)