

LANDLORD TENANT FORMS INSTRUCTIONS

Individual forms can be found at
<https://www.floridabar.org/public/consumer/consumer004/>

Updated July 1, 2024

IN THE COUNTY/CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT
IN AND FOR WAKULLA COUNTY, FLORIDA

Plaintiff,

v. CASE NO: _____
DIVISION: _____

Defendant.

**DESIGNATION OF E-MAIL ADDRESS FOR A PARTY
NOT REPRESENTED BY AN ATTORNEY [Fla. R. Gen. Prac. & Jud. Admin. FORM 2.602]**

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C),
I, _____, designate the e-mail address(es) below for
electronic service of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court, and all parties to send copies
of notices, orders, judgments, motions, pleadings, or other written communications to me by e-
mail or through the Florida Courts E-filing Portal.

I understand that I must keep the clerk's office and any opposing party or parties notified of my
current mailing address or e-mail address. I will file a written notice with the clerk if my mailing
address or e-mail address changes again.

Designated e-mail address: _____
Secondary designated e-mail address(es), if any: _____

I certify that a copy has been furnished on _____, by ☐ e-mail, ☐ delivery,
☐ mail [choose one] to:

(insert name(s) and address(es))

Signature: _____

Printed Name: _____

E-mail address: _____

Address: _____

Phone number: _____

FORM 1 — NOTICE FROM LANDLORD TO TENANT — TERMINATION
FOR FAILURE TO PAY RENT

This notice may be delivered by mail or by delivering a copy to the dwelling unit, or, if the Tenant is absent from the dwelling unit, by leaving a copy thereof at the dwelling unit.

If the Tenant fails to pay rent when due and the default continues for three (3) days (excluding Saturday, Sunday, and legal holidays) after delivery of written demand by the Landlord for payment of the rent or possession of the premises, the Landlord may terminate the rental agreement. This written demand is a prerequisite to an action to evict the Tenant or recover past due rent. Your written rental agreement may have allowed for a longer period than three days and should be reviewed.

SOURCE: Section [83.56\(3\) and \(4\), Florida Statutes](#).

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

THREE DAY NOTICE

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 \$ _____
(insert amount owed by tenant) for the rent and use of the premises located at
_____, Florida [insert address of premises,
including county], now occupied by you and that I demand payment of the rent or possession of the
premises within three days (excluding Saturday, Sunday, and legal holidays) from the date of delivery
of this notice, to-wit: on or before the _____ day of _____, 20_____[insert the date
which is three days from the delivery of this notice, excluding 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 _____

This form was completed with the assistance of:

Name: _____

Address: _____

Telephone No.: (_____) _____

[FORM 2](#) — NOTICE FROM LANDLORD TO TENANT — NOTICE OF
NONCOMPLIANCE FOR MATTERS OTHER THAN FAILURE TO PAY RENT

Violations of a rental agreement which may entitle the Landlord to send this Notice include, the material failure of Tenant to comply with its statutory obligations to maintain the dwelling unit under Florida Statute 83.52 or material provisions of the rental agreement (other than the failure to pay rent), or reasonable rules and regulations. For the notice necessary to terminate the rental agreement under circumstances where the Tenant must be given the opportunity to remedy the violation, see Florida Statutes 83.56(2)(b).

Under some situations, such as the tenant's intentional destruction of property of the landlord or other tenants, the landlord may be able to terminate the rental agreement without giving the tenant an opportunity to remedy the violation. For the notice necessary to terminate the rental agreement under these circumstances, see Florida Statute 83.56(2)(a).

The delivery of this written notice may be by mailing or delivering a true copy to the dwelling unit, or, if the tenant is absent from the dwelling unit, by leaving a copy of the notice at the dwelling unit.

This written notice must be delivered, and the seven-day time period must run, prior to any termination of the rental agreement or any lawsuit for eviction.

SOURCE: Sections [83.52](#) and [83.56](#), Florida Statutes (2009).

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

SEVEN DAY NOTICE

To: _____
Tenant's Name

Address

City, State, Zip Code

From: _____

Date: _____

You are hereby notified that you are not complying with your rental agreement in that _____ [insert noncompliance, default or violation]. Demand is hereby made that you remedy the noncompliance, default or violation within seven days of receipt of this notice or your rental agreement shall be deemed terminated and you shall vacate the premises upon such termination. If this same conduct or conduct of a similar nature is repeated within twelve months, your tenancy is subject to termination without you being given an opportunity to cure the noncompliance, default or violation.

Signature

Name of Landlord/ Property Manager (circle one)

Address

City, State, Zip Code

(_____)
Phone Number

This form was completed with the assistance of:

Name: _____

Address: _____

Telephone No.: (_____)

FLORIDA SEVEN (7) DAY NOTICE TO VACATE TO

TENANT(S): _____ AND ANY AND ALL
OTHER OCCUPANTS IN POSSESSION OF THE PREMISES LOCATED

AT: _____

City: _____, State: _____ Florida _____, Zip Code: _____ You are advised

that your lease is terminated effective immediately. You shall have seven (7) days from the delivery of this
letter to vacate the premises. This action is taken due to the following: ☐ Continued, Unreasonable

Disturbance. ☐ Destruction, Damage or Misuse of Property by Intentional Act. ☐ Breach of Substantially
the Same or Similar Acts (repeat offense) within a 12-month period. Total Balance Due: \$ _____.

Any payments accepted on or after the date of this notice shall not waive this notice or any subsequent
eviction, nor shall it create or reinstate tenancy. Please take notice that you and all other occupants must
move out and deliver possession of the premises to the undersigned Landlord within seven (7) days. Your
rental agreement will be terminated on _____. If you and all other occupants fail to move out
and deliver possession of the premises by the termination date specified above, legal action may be taken to
evict you from the premises and to recover all unpaid rent, costs for damages to the premises, if any, and any
other remedies available under Florida law. THIS NOTICE IS IN ACCORDANCE WITH FL Stat § 83.56(2). Dated
this _____ day of _____, 20_____

_____ (Signature of Landlord) (Landlord's Printed Name)

_____ (Landlord's

Address, City, State, Zip Code) _____ (Landlord's Telephone Number

CIVIL COVER SHEET COUNTY COURT

I. CASE STYLE

In the COUNTY Court of the Second Judicial
Circuit In and for Wakulla County, Florida

Plaintiff _____
vs.
Defendant _____

Case #: _____

II. AMOUNT OF CLAIM

Please indicate the estimated amount of the claim rounded to the nearest dollar

\$

III. TYPE OF CASE (If case fits more than one type, select most definitive category.) If most descriptive label is a subcategory (indented under a broader category), place an x on both the main category and subcategory boxes

- ☐ County Civil ☐ Replevins ☐ Other civil (non-monetary)
☐ Civil (\$8,001 to \$15,000) ☒ Evictions

IV. REMEDIES SOUGHT (check all that apply):

☐ monetary (rent or other damages); ☐ nonmonetary declaratory or injunctive relief (possession)

V. NUMBER OF CAUSES OF ACTION: ☐ 1 (just possession); ☐ 2 (Also claiming money damages)

(specify) _____ Possession of Premises

_____ Money Damages for rent or other damages

VI. IS THIS ACTION A CLASS ACTION LAWSUIT? ☐ yes ☒ no

VII. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?

☒ no ☐ yes If "yes," list all related cases by name, case number, and court.

VIII. IS JURY TRIAL DEMANDED IN COMPLAINT? ☐ yes ☒ no

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief, and that I have read and will comply with the requirements of Florida Rule of Judicial Administration 2.425.

Signature _____
Attorney or party

Fla. Bar # _____
(Bar # if attorney)

(type or print name)

Date

[FORM 5](#) – COMPLAINT FOR LANDLORD TO EVICT TENANTS

FORM 5A -- COMPLAINT FOR LANDLORD TO EVICT TENANTS FOR FAILURE TO PAY RENT
AND TO RECOVER PAST DUE RENT

Form 5 should be used if only eviction of the Tenant is sought. See Fla. R. Civ. Proc. [1.947](#) (2010). Form 5A should be used to evict the Tenant and recover damages (past due rent).

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

IN THE COUNTY COURT OF THE SECOND JUDICIAL CIRCUIT
IN AND FOR WAKULLA COUNTY, FLORIDA

CASE NO.: _____

[Insert name of Landlord]

Plaintiff,

vs.

[Insert name of Tenant]

Defendant.

COMPLAINT FOR EVICTION
NON PAYMENT OF RENT

Plaintiff, _____ sues Defendant,
_____, and alleges:

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

_____ [insert legal or
street description of the property including, if applicable, unit number].

3. Defendant has possession of the property under a/an (oral/written) agreement to pay rent of \$
_____ (insert rental amount) payable _____ [insert
terms of rental payments, i.e., weekly, monthly, etc.]. A copy of the written agreement, if any, is
attached as Exhibit "A."
4. Defendant failed to pay the rent due _____, 20____ [insert date of
payment Tenant has failed to make].
5. Plaintiff served Defendant with a notice on _____, 20____, [insert date of
notice], to pay the rent or deliver possession but Defendant refuses to do either. A copy of the
notice is attached as Exhibit "B."

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

Signature

Name of Landlord/ Property Manager (circle one)

Address

City, State, Zip Code
()

Phone Number

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

CASE NO.: _____

[Insert name of Landlord]

Plaintiff,

vs.

[Insert name of Tenant]

Defendant.

**COMPLAINT FOR EVICTION AND
BACK RENT OR
DAMAGES**

Plaintiff, _____sues Defendant, _____,
(insert name of Landlord) (insert name of Tenant)
and alleges:

**COUNT I
Tenant Eviction**

1. This is an action to evict the tenant from real property in Wakulla County, Florida.
2. Plaintiff owns the following described real property in the County:

_____ [insert legal or
street description of the property including, if applicable, unit number].

3. Defendant has possession of the real property under an/a (oral/written) agreement to pay rent of
\$ _____ (insert rental amount) payable _____ [insert
terms of rental payments, i.e., weekly, monthly, etc.]. A copy of the written agreement, if any, is
attached as Exhibit "A."

4. Defendant failed to pay the rent due _____, 20____ [insert
date of payment Tenant has failed to make].

5. Plaintiff served Defendant with a notice on _____, 20____, [insert date of
notice], to pay the rent or deliver possession but Defendant refuses to do either. A copy of the notice
is attached as Exhibit "B."

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

COUNT II
Damages

6. This is an action for damages that do not exceed \$30,000.
7. Plaintiff restates those allegations contained in paragraphs 1 through 5 above.
8. Defendant owes Plaintiff \$_____ [insert past due rent amount]
that is due with interest since _____, 20 [insert date of last
rental payment tenant failed to make].

WHEREFORE, Plaintiff demands judgment for damages against Defendant.

Signature

Name of Landlord/ Property Manager (circle one)

Address

City, State, Zip Code

(_____)
Phone Number

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

[Insert name of Landlord]

CASE NO.: _____

Plaintiff,

vs.

[Insert name of Tenant]

Defendant.

COMPLAINT FOR EVICTION
VIOLATION OF RENTAL AGREEMENT

Plaintiff, _____ [insert name of Landlord] sues Defendant,
_____, [insert name of Tenant] and alleges:

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

_____, [insert legal or
street description of the property including, if applicable, unit number].

3. Defendant has possession of the property under an/a (oral/written) agreement. A copy of the written agreement, if any, is attached as **Exhibit "A."**

4. Plaintiff served Defendant with a notice on _____, 20____ [insert date of
notice], giving written notice to the Defendant that the Defendant was in violation of the rental
agreement. A copy of the notice, setting forth the violations of the rental agreement, is attached as
Exhibit "B."

5. Defendant has failed to correct or discontinue the conduct in the above-mentioned notice.
WHEREFORE, Plaintiff demands judgment for possession of the property against Defendant.

Signature

Name of Landlord/ Property Manager (circle one)

Address

City, State, Zip Code

(_____)

Phone Number

[FORM 7](#) — SUMMONS — EVICTION CLAIM

If your Complaint is only for eviction of the tenant, you need to fill out and deliver this form to the clerk with the Complaint. If you are asking for money damages, you will need to use the other summons form: [**EVICTION SUMMONS**](#)—**RESIDENTIAL AND SUMMONS FOR BACK RENT**.

SOURCE: Fla. R. Civ. P. Form 1.923(a) (2024).

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE THE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

PLAINTIFF (Owner/Lessor)

-VS-

Case Number: _____

DEFENDANT (Tenant/Lessee)

EVICTION SUMMONS—RESIDENTIAL

TO: _____, Defendant(s),
_____, Address & Phone Number

PLEASE READ CAREFULLY

You are being sued by _____ to require you to move out of the
property located at _____
_____ 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 5 days (not including Saturdays, Sundays, or legal holidays) 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 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 Wakulla County Courthouse, 3056 Crawfordville Hwy. Crawfordville, FL 32327.

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

Landlord's Name

Address

(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.]

(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) YOU MAY BE EVICTED WITHOUT A HEARING OR FURTHER NOTICE.

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 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 Court Administrator, Isaac Shuler, no later than one day prior to the function at 850-926-0319 or by fax at 850-926-0938. TDD users may also call 1-800-955-8771 for the Florida Relay Service."

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 _____, 20____.

Greg James.
Wakulla County Clerk of Court

By: _____
Deputy Clerk

IN THE COUNTY COURT, SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY,
FLORIDA

CASE NUMBER: _____

VS.

Plaintiff(s)

Defendant(s)

SUMMONS: COUNT II (Damages)
PERSONAL SERVICE ON AN INDIVIDUAL

TO: _____

A lawsuit has been filed against you. You have 20 calendar days after this summons is served on you to file a written response to the attached Complaint in this Court. The written reason(s) must be given to the clerk of the court at Wakulla County Courthouse, 3056 Crawfordville Hwy. Crawfordville, FL 32327.

A phone call will not protect you. Your written response, including the above case number and named parties, must be filed if you want the Court to hear your case. If you do not file your response on time, you may lose the case and your wages, money, and property may thereafter be taken without further warning from the Court. There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or a legal aid office listed in the phone book.

If you choose to file a written response yourself, you must also mail or take a carbon copy/photocopy of your written response to the "Plaintiff name" named below at the time you file your written response.

Plaintiff name

Address

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 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 Court Administrator, Isaac Shuler, no later than one day prior to the function at 850-926-0319 or by fax at 850-926-0938. TDD users may also call 1-800-955-8771 for the Florida Relay Service."

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: _____

GREG JAMES
CLERK OF THE COURT WAKULLA
COUNTY, FLORIDA

By: _____
Deputy Clerk

IMPORTANTE

Usted ha sido demandado legalmente. Tiene 20 días, contados a partir del recibo de esta notificación, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Una llamada telefónica no lo protegerá. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el número del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, pudiese perder el caso y podría ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen otros requisitos legales. Si lo desea, puede usted consultar a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a una de las oficinas de asistencia legal que aparecen en la guía telefónica. Si desea responder a la demanda por su cuenta, al mismo tiempo en que presenta su respuesta ante el tribunal, deberá usted enviar por correo o entregar una copia de su respuesta a la persona denominada abajo como "Plaintiff/Plaintiff's Attorney" (Demandante o Abogado del Demandante).

IMPORTANTE

Des poursuites judiciaires ont été entreprises contre vous. Vous avez 20 jours consécutifs à partir de la date de l'assignation de cette citation pour déposer une réponse écrite à la plainte ci-jointe auprès de ce tribunal. Un simple coup de téléphone est insuffisant pour vous protéger. Vous êtes obligés de déposer votre réponse écrite, avec mention du numéro de dossier ci-dessus et du nom des parties nommées ici, si vous souhaitez que le tribunal entende votre cause. Si vous ne déposez pas votre réponse écrite dans le délai requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent être saisis par la suite, sans aucun préavis ultérieur du tribunal. Il y a d'autres obligations juridiques et vous pouvez requérir les services immédiats d'un avocat. Si vous ne connaissez pas d'avocat, vous pourriez téléphoner à un service de référence d'avocats ou à un bureau d'assistance juridique (figurant à l'annuaire de téléphones). Si vous choisissez de déposer vous-même une réponse écrite, il vous faudra également, en même temps que cette formalité, faire parvenir ou expédier une copie de votre réponse écrite au "Plaintiff/Plaintiff's Attorney" (Plaignant ou à son avocat) nommée ci-dessous.

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

_____, CASE NO.: _____
[Insert name of Landlord] [insert case number
Plaintiff, assigned

vs.

[Insert name of Tenant]
Defendant.

MOTION FOR CLERK'S DEFAULT—
RESIDENTIAL EVICTION

Plaintiff asks the clerk to enter a default against _____ [name],
Defendant, for failing to respond as required by law to Plaintiff's Complaint for residential
eviction.

Name _____

Address _____

()
Phone Number

cc: _____
[Insert name of Landlord]

[Insert name of Tenant]

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

_____, CASE NO.: _____
Plaintiff,
vs.
_____,
Defendant,
_____ / **CLERK’S DEFAULT—RESIDENTIAL
EVICTION**

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

DATE: _____

Greg James
Wakulla County Clerk of Court

By: _____
Deputy Clerk

cc: _____
[Insert name of Landlord]

[Insert name of Tenant]

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

_____, CASE NO.: _____
Plaintiff,
vs.
_____,
Defendant. _____

MOTION FOR CLERK’S DEFAULT—
DAMAGES (RESIDENTIAL EVICTION)

Plaintiff asks the clerk to enter a default against _____[name],
Defendant, for failing to respond as required by law to Plaintiff’s Complaint for damages.

Name _____
Address _____

()
Phone Number

cc: _____
[Insert name of Landlord]

[Insert name of Tenant]

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

_____, CASE NO.: _____
Plaintiff,
vs.
_____,
Defendant. _____/

CLERK’S DEFAULT—DAMAGES
(RESIDENTIAL EVICTION)

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

DATE: _____

Greg James
Wakulla County Clerk of Court

By: _____
Deputy Clerk

cc: _____
[Insert name of Landlord]

[Insert name of Tenant]

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

_____, CASE NO.: _____
Plaintiff,
vs.
_____,
Defendant. _____/

**MOTION FOR DEFAULT FINAL
JUDGMENT— RESIDENTIAL EVICTION**

Plaintiff asks the Court to enter a Default Final Judgment against _____,
[name] Defendant, for residential eviction and says:

1. Plaintiff filed a Complaint alleging grounds for residential eviction of Defendant.
2. A Default was entered by the Clerk of this Court on _____[date].

WHEREFORE, Plaintiff asks this Court to enter a Final Judgment for Residential Eviction
against Defendant.

Name _____
Address _____

(_____)
Phone Number

cc: _____
(Insert name and address of Tenant)

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

_____,
[Insert name of Landlord]
Plaintiff,
vs.
_____,
[Insert name of Tenant]
Defendant.

CASE NO.: _____
[insert case number assigned]

**MOTION FOR DEFAULT FINAL
JUDGMENT—DAMAGES (RESIDENTIAL
EVICTION)**

Plaintiff asks the Court to enter a Default Final Judgment against _____,
[name] Defendant, for damages and says:

2. Plaintiff filed a Complaint for damages against the Defendant.
2. Default was entered by the Clerk of this Court on _____ [date].
3. In support of this Motion, Plaintiff submits the attached Affidavit of Damages.

WHEREFORE, Plaintiff asks this Court to enter a Final Judgment against Defendant.

I CERTIFY that I ___ mailed, ___ faxed and mailed, or ___ hand delivered a copy of this motion
and attached affidavit to the Defendant at _____
[insert address at which Tenant was served and fax number if sent by fax).

Name _____
Address _____

(_____)
Phone Number _____

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

[Insert name of Landlord]
Plaintiff,
vs.

[Insert name of Tenant]
Defendant.

CASE NO.: _____
[insert case number
assigned]

AFFIDAVIT OF DAMAGES

STATE OF FLORIDA)
COUNTY OF _____)

BEFORE ME, the undersigned authority, personally appeared
_____ [name], who being first duly sworn, states as follows:

1. I am _____ the Plaintiff or _____ the Plaintiff's agent (check appropriate response) in this case and am authorized to make this affidavit.
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 \$ _____ [rental amount] per _____ [week, month, or other payment period].
4. Defendant has not paid the rent due since _____ [date of payment tenant failed to make].
5. Defendant owes Plaintiff \$ _____ [past due rent amount] as alleged in the complaint plus interest.
6. Defendant owes Plaintiff \$ _____ [amount of other damages] as alleged in the complaint plus interest.

Signature

Sworn and subscribed before me on _____[date], by
_____[name], who _____is personally know to me/ _____produced
_____[document] as identification, and who took an oath.

NOTARY PUBLIC – STATE OF FLORIDA

Name: _____

Commission No.: _____

My Commission Expires: _____

I CERTIFY that I _____mailed, _____faxed and mailed, or _____hand delivered a copy of this motion
and attached affidavit to the Defendant at _____
_____[insert address
at which tenant was served and fax number if sent by fax].

Name _____

Address _____

(_____) _____

Phone Number

IN THE COUNTY COURT OF THE SECOND JUDICIAL
CIRCUIT IN AND FOR WAKULLA COUNTY, FLORIDA

Plaintiff,
-VS-

Defendant.

Case No.: _____
Division: _____

MOTION FOR/TO _____

The _____ Plaintiff/Petitioner _____ Defendant/Respondent (check one) moves for entry of an order
by the Court granting the following relief (explain what you want the Court to do: _____,

The grounds or reason for this motion are (explain): _____

Signature

CERTIFICATE OF SERVICE

I certify that a copy has been furnished to _____ (name
of party here) at

_____ (address

or e-mail) by e-mail/mail/hand delivery on _____ (date).
