

LANDLORD AND TENANT FORMS- Checklist

FORM CT FD 57- NOTICE FROM LANDLORD TO TENANT -TERMINATION FOR FAILURE TO PAY RENT

FORM CT FD 58- NOTICE FROM LANDLORD TO TENANT - TERMINATION FOR NON-COMPLIANCE OTHER THAN FAILURE TO PAY RENT

FORM CT FD 59- NOTICE FROM TENANT TO LANDLORD - TERMINATION FOR FAILURE OF LANDLORD TO MAINTAIN PREMISES AS REQUIRED BY 83.51(1), FLORIDA STATUTES OR MATERIAL PROVISIONS OF THE RENTAL AGREEMENT

FORM CT FD 60- NOTICE FROM TENANT TO LANDLORD - WITHHOLDING RENT FOR FAILURE TO MAINTAIN PREMISES AS REQUIRED BY 83.51(1), F.S. OR MATERIAL PROVISIONS OF THE RENTAL AGREEMENT.

FORM CT FD 68- NOTICE OF INTENTION TO IMPOSE CLAIM ON SECURITY DEPOSIT

FORM CT FD 61- COMPLAINT FOR EVICTION AND DAMAGES - FAILURE TO PAY RENT.

FORM CO CIV 64- CIVIL COVER SHEET

FORM CO CIV 30- SUMMONS ON CLAIM FOR POSSESSION AND/OR ANCILLARY RELIEF

FORM CO CIV 87 – AUTHORIZATION OF PROPERTY MANAGER

FORM CT FD 76- MOTION FOR CLERK'S DEFAULT - RESIDENTIAL EVICTION

FORM CT FD 77- MOTION FOR CLERK'S DEFAULT - DAMAGES (RESIDENTIAL EVICTION)

FORM CO CIV 78 - MOTION FOR IMMEDIATE DEFAULT – COURT'S DEFAULT

FORM CT FD 78- MOTION FOR DEFAULT FINAL JUDGMENT - RESIDENTIAL EVICTION.

FORM CT FD 79- MOTION FOR DEFAULT FINAL JUDGMENT - DAMAGES (RESIDENTIAL EVICTION).

FORM CT FD 80- AFFIDAVIT OF DAMAGES

FORM CT FD 81-NONMILITARY AFFIDAVIT

FORM CT FD 66- FINAL JUDGMENT - EVICTION

FORM CT FD 65- FINAL JUDGMENT - DAMAGES

FORM CO CIV 12- WRIT OF POSSESSION

The tenant will have five days, after service, to file a written response to a complaint for eviction, and 20 days, after service, to file a written response to a complaint for back rent and damages. If the tenant fails to file a written response in that time you are entitled to a judgment by default.

Obtaining the judgment is a two-step process. First, a Clerk's Default should be obtained by delivering to the Clerk of the Court an executed **Motion for Clerk's Default (Form 76)**. Form 76 should be used to obtain a Clerk's Default when the tenant has failed to respond to an eviction complaint and **Motion for Clerk's Default – Damages Form 77**, should be used when the tenant has failed to respond to a complaint for back rent and damages. In order to be entitled to a default, **Nonmilitary Affidavit Form 81**, must be filed with the clerk.

Second, based on the Clerk's Default, a default final judgment should be obtained from the judge handling the case. The default final judgment is obtained by delivering to the court, **Motion for Default Final Judgment - Residential Eviction Form 78** and/or **Motion for Default Final Judgment – Damages Form 79** along with **Affidavit of Damages Form 80**. If you are seeking a Default Final Judgment - Damages, a copy of the motion and affidavit must be served on the defendant. The forms provide a certificate of service to be completed establishing proper service of the motion and affidavit.