

Residential Eviction ~ Non-Payment of Rent

Process

Lockwood & Gladstone, P.A., provides residential evictions in conjunction with the foreclosure of a property and for non-payment of rent in all Florida counties. The first step in the eviction process is to serve the tenant with a Three Day Notice. The tenant has three (3) working days to pay the past due rent in full. If the tenant does not pay the amount due in full, a Complaint is filed with the Court in the jurisdiction of the property. The court issues the summons and the tenant is served. The tenant has five (5) days, excluding weekends and holidays, to file an answer to the Complaint.

If an answer is not filed, a motion for Final Default Judgment is filed. As soon as judgment is granted, the Sheriff's Office will serve the Writ of Possession, a 24-hour notice for removal of all persons and possessions from the property.

An uncontested tenant eviction is usually completed within four (4) weeks.

Starting the Eviction Process

Please complete the attached Eviction Order Form to begin your eviction process immediately. Please send the completed form, along with a copy of the lease agreement, via fax to 561.338.4077 or email it to referrals@lglaw.net.

For your convenience, the Three Day Notice is provided below. You may use this form to start the eviction process from your office. If you have already posted the 3-day notice, please send a copy along with the Eviction Order Form.

Services Fees

As eviction actions are completed in a short time period, we require the payment for services and costs in advance. If the action is cancelled prior to filing the complaint, the fees will be refunded. A file review fee of \$ 50.00 will be deducted from the refund.

Fees and Costs for Uncontested Eviction Action

Attorney's Fee	\$ 250.00
Filing Fee to the Clerk of Court	\$ 80.00
Service of Summons (per adult tenant)	\$ 35.00
Sheriff's Fee for execution of Writ of Possession	\$ 70.00
Total payment required in advance	\$ 435.00

Attorney's fees for court hearings will be billed separately at \$ 125.00 per hour. There is a two hour minimum for all hearings.

* If Lockwood & Gladstone, P.A. prepares the three day notice on your behalf, it will be served or posted. An additional fee of \$ 35.00 per adult tenant will be assessed.

Eviction Order Form

Please fax to 561.338.4077 or email to referrals@lglaw.net

Property Owner/Landlord Information	
Contact Name:	
Name of Corporation:	
Address:	
Phone Number:	Fax Number:
Email Address:	
Do you need us to post the 3-Day Notice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, please fax or email a copy of the posted 3-Day Notice along with this form. Please provide date notice was served: ___/___/___	

Tenant Information
Name (Tenant #1):
Name (Tenant #2):
Phone Number:

Rental Property Information	
Property Address:	
Rent Amount:	Months Past Due:
Due date for unpaid rent: ___/___/___	
Are you suing for rent AND damages*? <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Palm Beach County requires separate summonses for possession and damages counts. If suing for damages, an additional service fee of \$35 per adult tenant will be assessed.	