

LAW OFFICES OF
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Three Day Notice Preparation Instructions

1. Use the blank Three Day Notice. If your Three Day Notice is electronically generated, you can manually complete the attached Three Day Notice on your computer. Disregard all 3-day notices that mention my law firm in any way.
2. Date of Notice on the Three Day Notice is the date you serve the notice to the Tenant(s) by posting or hand delivery.
3. All Tenants that signed the lease must be listed on the Three Day Notice.
4. **Past due rent (only)** is the amount to be entered on the Three Day Notice. **Past due rent means:** (Past due rent or any other fee charged under the terms of the rental agreement if those fees charged are specifically considered “rent” or “additional rent” by the language of the rental agreement); **Please call or email (evictions@Jamesbarronlaw.com) prior to serving the Three Day Notice if you have questions regarding the meaning of rent per your lease. We can clarify “rent” for you before you serve your notices.**
5. The county in which your property is located must be listed.
6. When calculating the three days the Tenant has to pay, do not include the day you are serving the notice. Start your count on the next business day. Be careful to not include Saturday, Sunday or holidays.
7. The name of the landlord, full address where rent is to be paid including street address, city, state and telephone number must be on the Three Day Notice.
8. No other written notices or letters or warnings may be sent to the Tenant after the Three Day Notice is served by posting or personal service.
9. Do not add additional language to this Three Day Notice regarding late fees that are due or may become due in the future. Also, words like; “late fees,” “late charges,” “water,” “utilities,” etc. should never appear on the Three Day

Notice. Always total all charges that may appropriately appear on a Three Day Notice so only one dollar amount appears on the Three Day Notice.

10. On the Three Day Notice indicate the date either “Hand delivered” or “Posted on”. This information should be on the Three Day Notice sent to my office for filing with the Clerk of Court.

11. The Three Day Notice along with the full lease should be sent via e-mail to evictions@jamesbarronlaw.com or faxed to 407-865-5631.

12. Attached please find the Eviction Cover Sheet to complete for each case we are filing for you. This form ensures our office that you have computed the Three Day Notice amounts and dates correctly and reminds you to make certain that no other notices have been sent to the Tenant. It also reminds you to send the full lease. Use of this form will expedite your eviction being filed with the Clerk of Court.

13. Any deviation from the above guidelines could require our office to ask you to re-serve the Three Day Notice if it is deemed to be defective. **However, if you do not want to re-serve a Three Day Notice you may alert our office to move forward with the risk of increased chances of a dismissed case should the matter be contested.**