

**INSTRUCTIONS FOR USE OF STANDARD 5 DAY NOTICE FOR NON-PAYMENT OF RENT  
FOR MOBILE HOME PARK LOT TENANCIES UNDER CHAPTER 723**



PREPARED BY  
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The 5 day notice form is prescribed by section 723.061, Florida Statutes. It is a prerequisite before any legal action may be filed in the Florida Court System to evict a tenant for non-payment of rent from a mobile home park.

**STEPS IN COMPLETING THE FORM:**

1. Fill in complete names and addresses of all tenants. Minors typically need not be included.
2. Fill in the Landlord's / Mobile Home Park Owner's name, address and telephone number.
3. Provide a physical address where the money may be delivered during the 5 day period.  
The address must be in the same county as the rental property and may not be a P.O. Box.
4. Fill in the total amount of rent due at the time of completing the notice. Do not include late charges unless such charges are described in a written lease agreement as "additional rent".
5. Fill in the physical address of the lot including the county.
6. Fill in the Model # of the Mobile Home(s) occupying the lot.
7. Fill in the VIN # of the Mobile Home(s) occupying the lot.
8. Fill in the pay on or before date:
  - It is imperative that the notice give the tenants / mobile home owners enough time within which to pay the rent. Florida Statute 723.061 requires that a 5 Day Notice for Non-Payment of Rent be in writing, posted on the premises *and* sent to the mobile home owner by certified or registered mail, return receipt requested, at his or her last known address. *Delivery of the mailed notice shall be deemed given 5 days after the date of the postmark.* To comply, first determine the date the notice

will be deemed delivered, the “Delivery Date,” then determine the date by which the tenant must pay, the “Pay-By Date”.

- The Delivery Date is 5 days *after* the notice is postmarked. In calculating the Delivery Date, do not including the date on which the notice was postmarked.
  - The Pay-By Date is 5 days *after* the Delivery Date. In calculating the Pay-By Date, count *neither* the Delivery Date *nor* interceding weekends and holidays.
  - Enter the Pay-By Date on the notice. Note: this presumes that the notice is posted on the mobile home not later than the day it is mailed and postmarked.
9. Have the Landlord or the Landlord’s agent sign the notice.
  10. Insert the date the notice is posted on the premises and postmarked.
  11. Have the person serving the notice sign the Certificate of Service.
  12. Retain a copy of the notice for your records and for attaching to the eviction lawsuit complaint.
  13. Do not place any additional wording on the notice. Such additions may hinder or delay your case.
  14. The Law Offices of KEITH A. RINGELSPAUGH, P.A. will need a copy of the notice and a copy of the written lease agreement, if any, in order to file your tenant eviction action.