

Nonlawyer Disclosure

Instructions to Licensee: Before filling out the following form, you must provide this disclosure to the landlord or tenant for whom you are completing the blanks. (If you are assisting both landlord and tenant, prepare two separate disclosures—one for each.)

1. Write your name in the first five blank “Name” spaces and sign at the bottom.
2. The landlord or tenant you are assisting must complete the section about their ability to read English and sign below.
3. Give the completed disclosure to the landlord or tenant. Keep a copy of this disclosure and all forms you provide in your records for at least six (6) years.

_____ (Name) informed me that he/she is not an attorney and cannot provide legal advice, explain my rights or options, tell me how to testify in court, or represent me in court.

According to Rule 10-2.1(b) of the Rules Regulating The Florida Bar, a paralegal is someone who works under the supervision of a Florida Bar member and performs specific delegated legal tasks for which the attorney is responsible. Only those who meet this definition may call themselves paralegals. _____ (Name) explained that he/she does not meet this definition and therefore may not use the title of paralegal.

_____ (Name) also stated that he/she may only type factual information that I provide in writing into the blanks on the form. Aside from typing, _____ (Name) cannot tell me what information to include in the form and cannot complete the form for me. However, if the form has been approved by the Supreme Court of Florida, _____ (Name) may ask factual questions to help fill in the blanks and may also explain how to file the completed form.

Landlord or Tenant:

_____ I am able to read English.
_____ I cannot read English, but this notice was read to me by _____ (Name) in _____ (Language), which I understand.

Landlord or Tenant signature

Licensee signature

Landlord or Tenant signature

Notice of Right to Recover Abandoned Property

This notice must be delivered in person or sent by first-class mail, with postage prepaid, to the last known address of the person being notified. If there is reason to believe that mail sent to that address will not reach the person, the notice must also be sent or delivered to any other address known to the landlord where the person is likely to receive it.

1. NOTICE TO FORMER TENANT:

Former tenant's name and address: _____

When you vacated the property at _____
(Address of premises, including unit or apartment number, if applicable)

the following personal belongings were left behind: _____

You may recover this property at _____
(Address where property may be picked up)

To reclaim the property, you must pay the reasonable costs of storage and advertising, if any, and take possession of the items by _____.
(Date no less than 10 days after personal delivery of this notice or 15 days after it is mailed.)

If you do not, the property may be disposed of in accordance with section 715.109.

2. NOTICE TO OWNER OF PROPERTY OTHER THAN THE FORMER TENANT:

Name and address of person believed to own the property: _____

When _____ left the premises at _____
(Name of former tenant) (Address of premises, including unit or apartment number, if applicable)

the following personal belongings remained: _____

If you own this property, you may recover it at _____
(Address where property may be picked up)

To do so, you must pay the reasonable costs of storage and advertising, if any, and take possession of the property no later than _____.
(Date no less than 10 days after personal delivery of this notice or 15 days after it is mailed.)

If you do not, the property may be disposed of in accordance with section 715.109.

3. NOTICE TO THE PERSON(S) NAMED IN SECTION 1 OR 2 ABOVE: (Check one)

☐ If you fail to recover the property, it will be sold at a public auction after notice of the sale is published. You will have the right to attend and bid on the property. After the sale, the costs of storage, advertising, and sale will be deducted, and any remaining funds will be turned over to the county. You may claim this money within one year after the county receives it.

☐ Because the property is believed to have a value of less than \$500, it may be kept, sold, or destroyed if not recovered within the stated timeframe.

Signature of Landlord or Authorized Agent

Printed Name: _____ Date: _____

Phone Number: _____ Address: _____