

**Cheryl Strickland**  
**Clerk of the Circuit Court**  
**Historical St. Johns County**  
4010 Lewis Speedway  
St. Augustine, Florida 32084  
(904) 819.3650 or 819-3600 ext 420,421,470

EMAIL ADDRESS: jjackson@sjccoc.us or jmarchalleck@sjccoc.us

**FIFTEEN DAY NOTICE OF TERMINATION**  
**INSTRUCTIONS**  
***(Residential Use Only)***

1. This is the proper notice for a tenant that is no longer under a written lease, or at the end of the lease term when you have made the decision you no longer want to rent to this tenant.
2. When filling out a notice it must be filled out in full. You will need complete names and address of everyone you have an agreement with. Place these names and address on the top line.
3. Fill out the address of where the person(s) is being evicted.
4. Fill in the amount of days that they have to vacate the property, it has to be at least 15 days, but it could be more than 15.
5. Put date they have to vacate by on the line that says to wit: This should be the day that the rent is due. **The Florida statues clearly states that this notice must be given at least 15 days before the next rent is due.**
6. Put the date you are giving this notice, sign your name.
7. Put how this notice was served such as John Smith, or posting on front door. Date it and sign your name again.
8. Give this notice to the tenant or post it on the front door of the residence.
9. VERY important you must keep an exact copy of what you have given to the tenant. If you have to file an eviction you will need this to be part of your case.
10. If an eviction is to be filed, you may find and instructions in our office or online at [www.sjccoc.us](http://www.sjccoc.us)

**NOTICE OF TERMINATION OF TENANCY**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YOU ARE HEREBY NOTIFIED that your tenancy is hereby terminated and you are to remove yourself from the property described as:

\_\_\_\_\_  
\_\_\_\_\_

in St. Johns County, State of Florida, and deliver possession to the undersigned within \_\_\_\_\_ days from the day of service of this notice, to-wit:\_\_\_\_\_.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*OWNER or AUTHORIZED AGENT*

This notice served on \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*OWNER or AUTHORIZED AGENT*

**Original: Tenant**  
**Copy: Owner**

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**NOTICE OF TERMINATION OF TENANCY**

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DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*OWNER or AUTHORIZED AGENT*

This notice served on \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*OWNER or AUTHORIZED AGENT*

**Original: Tenant**  
**Copy: Owner**

# ***Clerk of Courts Holiday Schedule***

[Click Here](#)