

# NTO Timeline – FLORIDA

**Day 1** You begin work on, or provide materials to, a job.

**Days 2 - 29** Send your order for a Notice to Owner (NTO) to PBN. Be sure to send as much corresponding documentation as possible with your requests; if you have the Notice of Commencement, Building Permit or Bond for the job, sending them to us will help ensure your NOTICE TO OWNER requests go out correctly and in a timely manner. If you don't have these documents available, we will use all of our expertise to locate them for you.

PBN will identify parties to be served and prepare your NTO to be mailed.

**Day 29** PBN Deadline for your order to be placed without late charges applying.

If a rush order is received and will be mailed between the 41st and 44th day, notices to the owner and the General Contractor must be sent via overnight service to guarantee delivery by the 45th day. An additional \$35 per NTO sent overnight applies.

We will contact you in these cases to verify that you want the NTOs sent overnight. However, if you are aware that you are sending us a rush NTO order, please specify whether or not you want overnight service.

**Day 40** Standard NTOs are sent on or before this date via certified mail, with the postal log maintained. Lien law considers notices served as of the mail date.

**Day 45** Rest easy knowing that your NTOs have been prepared and delivered, and you are protected should you need to issue a Claim of Lien.

**PBN**  
CONSTRUCTION  
NOTICES

Phone: 561.746.4400  
[www.LienNotices.com](http://www.LienNotices.com)