

Office of the Sheriff

Sheriff of
Charlotte County



7474 Utilities Road
Punta Gorda, Florida 33982

LEVY ON PERSONAL PROPERTY:

1. ORIGINAL SIGNED EXECUTION (either on docket with us prior to October 1, 2001, or a newly issued Writ of Execution) in compliance with F.S.S. and **recorded in Charlotte County**.
2. ORIGINAL OR COURT CERTIFIED COPY of the Final Judgment **recorded in Charlotte County**.
3. JUDGMENT LIEN CERTIFICATE and the certification page issued by the State of Florida. You may go to www.sunbiz.org for further information on obtaining these pages.
4. INSTRUCTIONS FOR LEVY specifically describing the personal property to be levied upon. If a specific description is unknown or impossible to obtain prior to the levy, we will REQUIRE the plaintiff, attorney, or agent accompany the officer to the levy to point out and inventory specific property and have the inventory signed, dated, and made a part of the Instructions for Levy as Exhibit "A". Instructions for Levy shall state the balance due on the writ and whether any payments have been made on the judgment.

INFORMATION NEEDED:

VEHICLE: Year, Make, Model, VIN Number, Color, Tag Number, Unique Markings, Etc.

BOAT: Year, Make, Model, Hull Number, Color(s), FL Number, Unique Markets, Etc. (**Do not forget to include any equipment on the boat, ie. Motor, depth finder, etc.**) We must have the make and horsepower of the motor.

5. SUFFICIENT COST DEPOSIT to cover all costs and fees from levy upon property through sale and conclusion of levy. This amount varies depending upon the property levied – **please call for the cost deposit required for your particular case**. As of January 2009, the minimum cost deposit for personal property is \$2,500.00.
6. ADDRESS OF ALL PARTIES, including plaintiff(s), counsel for the plaintiff(s), defendant(s), and counsel for the defendant(s).
7. Assignment of Judgment – Affidavit of Assignment of Judgment, must include all assignees in the chain from plaintiff to present assignee.
8. Affidavit as required by Florida Statutes Section 56.27 (4)(A)(B)(C).
9. Proof of ownership.
10. Affidavit of identity, in the event of variance in names on the various documents. The identity of the defendant must be verified by information such as date of birth, social security number, etc.
11. Information concerning the judgment and property levy must be consistent through all documents. Variations must be corrected.

After the sale, the plaintiff/plaintiff's attorney will be given a full accounting of all expenditures. For more information applicable to your specific case, contact the Legal Process Division at 941-637-2273.