

# Office of the Sheriff



Sheriff of  
Charlotte County

7474 Utilities Road  
Punta Gorda, Florida 33982

## LEVY ON REAL 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**. Copies are not acceptable.
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](http://www.sunbiz.org) for further information on obtaining these pages.
4. INSTRUCTIONS FOR LEVY specifically describing the personal property to be levied upon. Legal Description of the property as reflected on the deed, NOT the tax rolls, and the physical address. The Instructions for Levy shall state the balance due on the writ and indicate the aggregate amount of prior payments made on the judgment. Instructions for Levy shall state the balance due on the writ and whether any payments have been made on the judgment. **The Instructions for Levy must be written using the structure and wording as illustrated on the example provided.**
5. COPY OF WARRANTY DEED or Quit Claim Deed showing ownership AND RECENT TITLE SEARCH.
6. Affidavit from plaintiff/moving party or his/her attorney as provided for personal property levy under Florida Statutes Section 56.27 (4) (a) (b) (c).
7. Affidavit that you checked the Property Appraiser and property to be levied from is exempt or not protected from forced sale by homestead. (This does not refer to the homestead exemption for property tax, it refers to homestead protection from forced sale – these are separate and distinct designations with different meanings.)
8. Assignment of Judgment – Affidavit of Assignment of Judgment, must include all assignees in the chain from plaintiff to present assignee.
9. 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 \$1,500.00 payable to Charlotte County Sheriff.
10. ADDRESS OF ALL PARTIES, including plaintiff(s), counsel for the plaintiff(s), defendant(s), and counsel for the defendant(s).
11. 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.
12. Information concerning the judgment and property levy must be consistent through all documents. Variations must be corrected.
13. This list is not all-inclusive. Each levy is unique and may require further documentation, to be provided by you the levying party.

**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.