



Sheriff Bill Prummell

7474 Utilities Road

Punta Gorda, FL 33982

(941) 639-2101

Charlotte County Sheriff's Office

Integrity, Professionalism, Trust

Levy on Real Property Requirements

1. Writ of Execution:
 - a. Original. Must be signed, sealed by the Clerk of Court. Must be in compliance with Florida State Statutes. Photocopy, conformed, or altered writs are not allowed. All elements of writ must match Final Judgment.
2. Final Judgment:
 - a. Original or certified true copy of the Final Judgment. For Real Property, must be recorded with the Official Records in Charlotte County. Must have recording sticker or indications on the document.
3. Judgment Lien certificate:
 - a. Certificate and certification page as issued from the State of Florida, Secretary of State; recording it with www.sunbiz.org. Data must match Writ of Execution and Final Judgment.
4. Instructions for Levy:
 - a. Using our accepted format, located on-line at www.ccsso.org Instructions must:
 - i. Specifically describe the real property to be levied upon. Legal Description of the property as reflected on the deed, not the tax rolls. Must have legal and physical address. Name and location must match Proof of Ownership.
 - ii. Instructions shall state the balance due, any payments made. Addresses of parties.
5. Proof of Ownership:
 - a. Copy of Warranty Deed or Quit Claim Deed showing ownership.
6. Recent Title Search
7. Cost Deposit:
 - a. Moving party or agent/attorney must submit sufficient cost deposit to cover all fees and costs from levy from inception to conclusion. Please call for the cost deposit amount specific to your levy. Minimum cost deposit for Real Property is \$1,500.00 for a single parcel,
8. Addresses of all parties; Plaintiff, Defendant, Legal Counsel, other judgment or lien holders.
9. Assignment of Judgment; if Judgment is assigned, must have notarized affidavit detailing information
10. Affidavit as required by FS 56.27 (4)(A)(B) and (C). Must be notarized. Suggested format available at www.ccsso.org If nothing located for elements, must indicate "none".
11. Affidavit that the attorney/agent/moving party has verified with the Charlotte County Property Appraiser Official Records that the property to be levied upon is exempt or not protected from forced sale due to Homestead. Notarized. (Not Property Tax Homestead, but from forced sale. Consult with attorney for further)
12. Affidavit of Identity. Any variation of names, identity must be verified by date of birth, social security number, etc. Affidavit is to be notarized.
13. Information concerning the judgment, and property levy must be consistent
14. All levies are unique. List is not all-inclusive. All research, documentation, funds, etc. is to be provided by the levying party. **For further information, call 941-637-2272, Civil Division.**