



Sheriff Bill Prummell

7474 Utilities Road

Punta Gorda, FL 33982

(941) 639-2101

# Charlotte County Sheriff's Office

Integrity, Professionalism, Trust

## Levy on Personal Property Requirements

1. Writ of Execution:
  - a. Original; signed, sealed by the Clerk of Court, and 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](http://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](http://www.ccsso.org) Instructions must:
    - i. Specifically describe the property to be levied upon, the balance due, and if any payments made. Addresses of property location.
    - ii. If a specific description of the property is not possible, the plaintiff, attorney, or agent must accompany the officer to point out and inventory the specific items, which inventory will be made part of the Instructions for Levy.
    - iii. For a vehicle: Year, make, model, VIN, color, tag number, unique markings, etc.
    - iv. For a boat: Year, make, model, hull number, color, registration number, equipment on the boat, such as a boat motor, depth finder, etc. Must have make and model of motor. The trailer is a separate item; if the boat is in the water, in storage, or if the trailer is not fit for use, extra costs will apply.
    - v. For other tangible items, please call for estimate cost deposit. 941-637-2272.
5. Proof of Ownership
6. 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 Personal Property is \$2,500.00.
7. Addresses of all parties; Plaintiff, Defendant, Legal Counsel, other judgment or lien holders.
8. Assignment of Judgment; if Judgment is assigned, must have notarized affidavit detailing information
9. Affidavit as required by FS 56.27 (4)(A)(B) and (C). Must be notarized. Suggested format available at [www.ccsso.org](http://www.ccsso.org) If nothing located for elements, must indicate "none".
10. Affidavit of Identity. Any variation of names, identity must be verified by date of birth, social security number, etc. Affidavit is to be notarized.
11. Information concerning the judgment, and property levy must be consistent
12. 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.**