



**Sheriff Bill Prummell**

7474 Utilities Road

Punta Gorda, FL 33982

(941) 639-2101

# **Charlotte County Sheriff's Office**

**Integrity, Professionalism, Trust**

## **Writs of Possession** **(Residential Tenancies, per Florida Statute 83.62)**

1. Writs of Possession received for execution will be processed per office policy, and efforts will be made to effect service as soon as possible. Per Florida Statute, the service fee of \$90.00 is required upon the request of service to the Sheriff, is not included in the charges from the Clerk of Court, and is considered earned upon the request of service. Out-of-State checks are not accepted.
2. The location for service on the writ must be correct, and must be in the body of the writ. Incorrect writs will be returned to the Clerk of the Court. Your name and contact information, or that of your agent, must be on the writ.
3. When computing time, refer to Florida State Statutes, and the Rules of Civil Procedure, Rule 2.514-Computing and Extending Time.
4. Following the completion of the allotted time period, as described above, the Writ of Possession will be scheduled for conclusion by the deputy as soon as possible and as the deputy's schedule and route permits.
5. You or your designated agent must be at the location, at the appointed time. The deputy will only wait 15 minutes past the scheduled time. If you miss the first appointment, you will be contacted to reschedule. If you miss the second appointment, the Writ of Possession will be returned to the Clerk of Court as not concluded. There is no refund, and you will need to have the writ reissued and pay another service fee. You are responsible for all costs incurred.
6. Neither the deputy, nor this office, will hold any Writ of Possession unless directed to do so by the courts. If you enter into a negotiation with the tenant or occupant, or wish to postpone the conclusion of the writ beyond one (1) week, the writ will be returned to the Clerk of Court as not concluded. Any cancellation by you must be in writing, on letterhead, and will be made part of the official court file.
7. When you respond to the scheduled eviction, you will need to provide a working key to the residence, or arrange to have a locksmith on scene, at your expense, to allow the deputy to enter the residence. The deputy must walk thru the residence and structures to ensure that all persons and animals are no longer in the structure. *If the deputy cannot search the residence, then the writ will not be concluded.*
8. **DO NOT ENTER THE RESIDENCE OR ANY BUILDING OR STRUCTURE** on the premises prior to the deputy's arrival to conclude the writ. If you have already taken possession of the residence or buildings, have entered the same, or have removed any property at the location, prior to the conclusion of the writ, the Return of Service shall reflect the same, and will be submitted to the courts and made part of the court file.
9. The Writ of Possession is concluded by the removal of any persons from the residence and the property, and turning the residence over to the plaintiff or representative. Any questions pertaining to the disposition of property left at the location, disposition of tenants or others, or further questions need to be directed to your legal counsel.

Should you have any additional questions in regard to our procedures, please contact the Civil Division of the Charlotte County Sheriff's Office at 941-637-2272 or 941-637-2273.

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