

LEVY GUIDELINES

PERSONAL PROPERTY LEVY

WRIT OF EXECUTION
COPY OF THE FINAL JUDGMENT
INSTRUCTIONS FOR LEVY ON APPROVED FORM
SUFFICIENT COST DEPOSIT
ADDRESSES FOR ALL PARTIES
PROOF OF OWNERSHIP
PERSONAL PROPERTY AFFIDAVIT PURSUANT TO F.S. 56.27 (4)(a)(b)(c)

REAL PROPERTY LEVY

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PLEASE CALL FOR COST DEPOSITS ON ALL LEVIES.

PLEASE NOTE If property is in both names reference to a married couple the writ of execution must be in both names. If only against one party you can not levy.

PLEASE NOTE: Writ of Execution should contain the following per Fla. R. Civ. P. 1.914.

- (a) be directed to "Each Sheriff of the State;
- (b) command them to levy on property of the debtor subject to execution;
- (c) be dated on the day on which it was issued;
- (d) describe the judgment on which it was obtained by date;
- (e) state the court form which it was rendered;
- (f) name the parties to the action;
- (g) state the amount outstanding upon the judgment;
- (h) state the rate of interest, at which the judgment bears interest, from the date of rendition; and
- (i) designate that the writ is to be returned when it has been satisfied

PLEASE NOTE: Ref New Creditor's Rights Bill Effective October 1, 2001.

All judgments need to be recorded with the Department of State. To obtain your judgment lien certificates which you will need to do prior to levy. Please go to the following website www.sunbiz.org. Forms must be downloaded from the website they will not mail them out. The following is the contact information:

Department of State
Division of Corporations
Judgement Liens Section
P.O. Box 6327
Tallahassee, FL 32314
Phone 850-245-6039