

Collier County Sheriff's Office

Real Property Levy Requirements

1. Writ of Execution:
 - a. Original, certified copy or electronic copy; signed and sealed by the Clerk of Court. All the information on the writ must match the Final Judgment. The interest rate **MUST** be listed on the Writ. **F.S. 55.03(2)**
2. Final Judgment:
 - a. Copy of the certified copy that was recorded in the Official Records for Collier County. Must have recording indications on the document.
3. Instructions for Levy:
 - a. Legal description of the property to be levied upon, physical street address, Parcel ID, the balance due, and if any payments made.
4. Proof of ownership:
 - a. Copy of the Warranty Deed or Quit Claim Deed showing ownership.
5. Cost Deposit:
 - a. The moving party or agent/attorney must submit a sufficient cost deposit to cover all fees and costs for the levy. Please call for the cost deposit specific to your levy.
6. Addresses of all parties; Plaintiff, Defendant, Legal Counsel, other judgment or lien holders.
7. Assignment of Judgment; if Judgment is assigned, must have notarized affidavit detailing such.
8. Affidavit as required by FS 56.27(4)(a)(b) and (c) and it must be notarized.
9. Affidavit to include the Collier County Public Records were checked for an exemption from forced sale pursuant to F.S. 222.01.
10. Same Name Affidavit or Affidavit of Identity. Any variation of the name requires identity verified by date of birth, social security number, etc. The Affidavit must be notarized.
11. All levies are unique. This list is not all-inclusive. All documents, funds, etc. is to be provided by the levying party. **Call the Civil Division for further information, 239-252-0888.**