

Collier County Sheriff's Office

Personal 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 Final Judgment. For Real Property, the certified copy must be recorded in the Official Records for Collier County and it must have the recording 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. The information must match the Writ of Execution and Final Judgment.
4. Instructions for Levy:
 - a. Specifically describe the property to be levied upon, the balance due, and if any payments made. The address of where the property is located.
 - b. 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 items. The inventory list will become a part of the Instructions for Levy.
 - c. Vehicle levy: provide the year, make, model, VIN, color and tag number.
 - d. Boat levy: provide the year, make, model, hull number, color, and registration number. The boat 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.
 - e. For other tangible items, please call 239-252-0888 for an estimated cost deposit amount.
5. Proof of ownership
6. 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.
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 such.
9. Affidavit as required by FS 56.27(4)(a)(b) and (c) and it must be notarized.
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.**