

# Solano County Sheriff's Department Civil Bureau

530 Union Ave., Ste. 100, Fairfield, California 94533, 707-421-7020

**SHERIFF RECEIVED:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

## Real Property Levy Instructions

Please complete a separate instruction sheet for each property.

**Please include the following when you submit your signed instructions:**

- A deposit check payable to the SHERIFF: Writ of Execution and Writ of Sale \$2,000.00 // Writ of Attachment \$500.00.

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### 1. To the Sheriff of Solano County, pursuant to the attached Writ: **CHECK ONE**

☐ You are instructed to serve and execute the levy as described below.

☐ A Registered Process Server (RPS) will serve the levy as described below.

Name and phone number of RPS: \_\_\_\_\_

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### 2. WHAT TYPE OF WRIT DO YOU HAVE? **CHECK ONE**

☐ **WRIT OF EXECUTION - MONEY JUDGMENT (EJ-130)** Reference CCP 700.015 and 701.510-701.830

Does the real property contain a dwelling? ☐ Yes ☐ No. Is the land a vacant lot? ☐ Yes ☐ No.

If the property contains a dwelling, the Sheriff will serve notice on the judgment creditor that the levy has been made and that the property will be released unless the judgment creditor complies with the requirements of CCP 704.750. Be prepared to file a copy of your Application for Order for Sale of the Dwelling with the Sheriff within 20 days of service of the notice, or the property will be released. CCP 704.750 (a).

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☐ **WRIT OF ATTACHMENT (AT-135)** Reference CCP 488.315 and 700.015

**Also include the ☐ Right to Attach Order and ☐ Undertaking, if one was ordered**

Real property is not sold under a writ of attachment.

Regarding the service of the Summons and Complaint, CCP 488.020 (c):

If the defendant has not been previously served with a copy of the Summons and Complaint, you are required to instruct the levying officer to serve a copy of the Summons and Complaint when the writ is served on the defendant.

☐ The defendant was previously served with the Summons and Complaint. Date: \_\_\_\_\_

☐ Please serve the enclosed copy of the Summons and Complaint upon the defendant(s).

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☐ **WRIT OF SALE (EJ-130)** Reference CCP 712.010-712.070, 716.010-716.030, CCP 700.015 and 701.510-701.830

**Also include the ☐ Certified copy of the Judgment for Sale as required by CCP 716.010 (c).**

Is a "Right to Redemption" applicable to the sale of this property? ☐ Yes ☐ No.

The judgment is for:

1. ☐ partition of real property, or
2. ☐ judicial foreclosure of a: (check one of the following)
  - 2a. ☐ special assessment property tax or Mello-Roos tax lien (judgment creditor is a public entity).
  - 2b. ☐ assessment lien by an association or common interest development.
  - 2c. ☐ mechanics lien (labor or improvements to real property).
  - 2d. ☐ other lien (s) on real property. Specify:
  - 2e. ☐ mortgage or deed of trust and the judgment indicates that a deficiency judgment
    - 2e(1). ☐ may be ordered
    - 2e(2). ☐ is waived or prohibited.

**Debtor Information**

3. This levy seeks to levy upon (or attach) the real property interest of the following **Judgment Debtor** (s). The names listed below must match the names as they appear on the writ exactly, or the Sheriff will not act upon your instructions.

Debtor name: \_\_\_\_\_

Address for service: \_\_\_\_\_

Debtor name: \_\_\_\_\_

Address for service: \_\_\_\_\_

☐ Additional names and address of judgment debtor (s) are contained on a separate sheet.

4. Does the judgment debtor's interest in the real property consist of a **Leasehold Interest**, Leasehold Estate or an Estate for Years? ☐ Yes ☐ No. If yes, provide the date the lease expires: \_\_\_\_\_

**Third Person Information**

5. ☐ **Yes** ☐ **No**. Does the judgment debtor's interest in the real property stand upon the record of the county in the name of a person other than the judgment debtor? The notice of levy shall identify the third person and the recorder shall index a copy of the writ and notice of levy in the names of both the judgment debtor and the third person. The Sheriff is required to serve by mail a copy of the writ and notice of levy on each such third person. CCP 700.015

Third Party name: \_\_\_\_\_

Address for service: \_\_\_\_\_

Third Party name: \_\_\_\_\_

Address for service: \_\_\_\_\_

☐ Additional names and address of third persons are contained on a separate sheet

**Property Information**

6. You must provide a clear copy of the **legal description**. A copy of the **assessor's parcel map** is needed if the property is vacant land, or if the parcels are not contiguous, or if no street address exists, or if the property is difficult to locate.

☐ Check to indicate that you have included a copy of the **legal description** of the property. (REQUIRED)

☐ Check to indicate that you have included a copy of the **assessor's parcel map**.

8. What is the real property **street address**: \_\_\_\_\_

7. What is the **Assessor's Parcel Number** (APN): \_\_\_\_\_

9. Does this real property contain a **dwelling**? ☐ Yes ☐ No. Is this a **commercial property**? ☐ Yes ☐ No.

10. Is this land a **vacant lot**? ☐ Yes ☐ No. If yes, provide directions for locating the property.

11. How many **parcels** are subject to this levy? \_\_\_\_\_ Are the parcels **contiguous**? ☐ Yes ☐ No.

**Additional Information** . ☐ Additional Information is contained in a separate letter of instruction (enclosed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your Information**

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am the ☐ plaintiff ☐ plaintiff's attorney of record ☐ assignee of record.