

**SAN FRANCISCO SHERIFF'S DEPARTMENT
REAL PROPERTY INSTRUCTION FORM**

INSTRUCTIONS TO THE SHERIFF FOR THE CITY AND COUNTY OF SAN FRANCISCO

The Sheriff must have written and signed instructions by the attorney for the creditor, or the creditor if he/she has no attorney in accordance with CCP 262; 687.010.

_____ vs. _____ Court Case: _____
PLAINTIFF DEFENDANT

PLEASE PROVIDE THE ORIGINAL WRIT PLUS 5 COPIES, TOGETHER WITH THE APPROPRIATE FEES.

WRIT OF EXECUTION (money judgment) - Does the property contain a dwelling? YES NO

WRIT OF SALE – Attach a certified copy of the Judgment for Sale as required by CCP 716.010(c). If the Judgment is pursuant to a judicial foreclosure, AND a right to redemption is applicable, include and attach a list of lien holder name(s) and address (es). If there are no lien holders, so state: NO LIEN HOLDERS

WRIT OF ATTACHMENT – Levy only – the defendant's interest is not sold under attachment. If this levy is pursuant to a writ of attachment and the defendant has not been previously served with a copy of the summons and complaint, you are required pursuant to CCP 488.020(c), to instruct* the levying officer to serve a copy of the summons and complaint, at the time the writ is served upon the defendant. Please provide two copies of the summons and complaint for each defendant to be served. Was the defendant previously served with the summons and complaint? YES NO*

* **Please serve a copy of the summons and complaint upon the defendant(s)**

If the writ was issued upon noticed hearing, was the defendant(s) present at the hearing for the issuance of the writ? YES NO

Pursuant to the writ, please levy upon the following judgment debtor(s)/defendant(s):

1. NAME: _____

ADDRESS (include mailing address): _____

2. NAME: _____

ADDRESS (include mailing address): _____

The debtor's interest in the real property being levied upon is described as follows:

COMMON STREET ADDRESS: _____

ATTACH ON A **SEPARATE SHEET OF PAPER, (5) COPIES** OF THE LEGAL DESCRIPTION OF THE PROPERTY. INCLUDE THE ASSESSOR'S PARCEL NUMBER. BE SURE THAT THE LEGAL DESCRIPTION IS TYPED AND CLEAR ENOUGH FOR RECORDING PURPOSES. PROVIDE ASSESSOR'S MAP IF VACANT LAND.

Please check the appropriate box in response to the following questions:

Is the real property a leasehold estate? YES NO If yes, how many years remaining on the lease? _____

Does the real property also stand in the name of third persons (record owners other than the judgment debtor/defendant) as would be indicated by the records of the county? YES NO If yes, list below the names and addresses of all such third persons as shown by the records of the office of the tax assessor or, if no address is shown, the address used by the county recorder for the return of the instrument creating the interest of the third person in the property. Include, with the list of third persons, any AKA's of the judgment debtor/defendant as indicated by records of the county. Attach a separate sheet if necessary.

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

Additional names and addresses of third persons are contained on a separate sheet.

Notice: All communications, refunds and collections will be made to the name and address listed below. Please print.

Accept \$ _____ plus levy costs and interest to satisfy this case.

SIGNATURE of attorney (or creditor w/out attorney)

Date

PRINT Name of attorney (or creditor w/out attorney)

PRINT address of attorney (or creditor w/out attorney)

Telephone: _____ EXT. _____

Fax: _____