



**SHERIFF'S OFFICE, COUNTY OF SUFFOLK, N.Y.**

*ACCREDITED LAW ENFORCEMENT AGENCY*

**CIVIL ENFORCEMENT SECTION**

360 YAPHANK AVENUE, SUITE 1A

YAPHANK, N.Y. 11980

(631) 852-5600



**ERROL D. TOULON, JR., Ed.D.**  
**SHERIFF**

## **SALE OF REAL PROPERTY INSTRUCTIONS**

In order to proceed with the request for the sale of Real Property under Article 52 of the NYS Civil Practice Law & Rules, the Real Property Certification form (SCSO-CESRP-4) must be completed and returned with the documents requested.

**Real Property Description:**

Typewritten property description, certified by attorney (or plaintiff, if pro se) stating:

I HEREBY CERTIFY THAT THE REAL PROPERTY DESCRIPTION IS A TRUE AND ACCURATE DESCRIPTION THAT IS ON FILE WITH THE CLERK OF SUFFOLK COUNTY.

**Judgment / Transcript of Judgment:**

- A. Judgment or Transcript of Judgment certified by the Suffolk County Clerk; or
- B. A copy of the Judgment with attorney certification as to being a full and true copy of the judgment which is docketed with the Suffolk County Clerk (Judgment must state the date of docketing).

**Assignments:**

Certified copy of filed assignment.



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# REAL PROPERTY CERTIFICATION

**INSTRUCTIONS:** In all instances, complete Section I and either complete Section II or Section III pursuant to NYS CPLR § 5206, the Homestead Exemption.

### SECTION I

I hereby certify that the defendant(s) \_\_\_\_\_  
was/were the owner(s) of the real property at the time the judgment was docketed in Suffolk County or thereafter.  
The Execution is not issued upon a judgment to recover all or part of a mortgage debt.

\_\_\_\_\_  
Plaintiff Attorney or Plaintiff Signature  
(If plaintiff signs, form must be notarized)

### SECTION II

If the real property qualifies under CPLR § 5206, the Homestead Exemption, an order of the court must be secured and delivered to the Sheriff prior to any proceedings by the Sheriff in applying such real property to the satisfaction of a money judgment.

### SECTION III

If the real property does not qualify under CPLR § 5206, the Homestead Exemption, complete the following certification:

I, \_\_\_\_\_ certify that CPLR § 5206 has no effect on the  
application of the real property description: District: \_\_\_\_\_ Section: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ to the satisfaction of a money judgment for debts  
contracted.

\_\_\_\_\_  
Plaintiff Attorney or Plaintiff Signature  
(If plaintiff signs, form must be notarized)