



REAL PROPERTY EXECUTION/ORDER OF SALE INTAKE SHEET

_____ **Writ of Execution or Order of Sale**

- Original + three (3) copies
All documents must have one-inch margins: top, bottom, and sides

_____ **Letter of Instruction**

- Name and address of all judgment debtors. Please note that per RCW 6.17.130 the Sheriff is only required to serve the debtors, not other interested parties.
- Please indicate if service of the Writ or Order must be effected by publication per RCW 6.17.130
- Legal description of property and Tax Parcel Number
- Abbreviated legal description (i.e., lot, block, plat or section, township, range)
- Common address of property
- Whether the property is improved or unimproved
- Redemption period (per RCW 6.23.020)

_____ **Affidavit filed in compliance with RCW 6.17.100**

Not required if it is an Order of Sale or Special Execution

_____ **Copy of judgment**

_____ **Access to property if there is a common entrance**

A condominium building, for example; if necessary a key and/or entry code

_____ **Sheriff's fee**

\$625.00 + mileage to the property for posting

If unable to serve debtors personally additional charges for certified mail will apply. Notify the Sheriff immediately if you must postpone the sale. Postponement fee is \$57, plus mileage.

Items needed prior to sale: Affidavit of Mailing (per RCW 6.21.030), and bid letter which should include an itemized list of the total amount due at the time of sale and the amount of credit bid. This information must be received prior to the sale.