

**WHATCOM COUNTY SHERIFF'S OFFICE
CIVIL DIVISION
311 GRAND AVENUE
BELLINGHAM, WA 98225
(360) 676-6650**

PERSONAL PROPERTY EXECUTION INTAKE SHEET

You are asking the Whatcom County Sheriff's Office to levy upon the property of another to at least partially satisfy a judgment. You need to provide the following:

_____ **WRIT OF EXECUTION – Original and three copies (including Break & Enter Order)**

- Suggested language to allow time on writ for any needed postponements. "YOU ARE FURTHER COMMANDED that this Writ may be extended for thirty (30) days for purposes of sale only pursuant to RCW 6.21.050."

_____ **LETTER OF INSTRUCTION which contains:**

- Description and location of the property to be levied upon. Please include VIN numbers, license plate numbers, identification numbers, etc. to show proof of ownership.
- An indication of how the property is to be transported and stored. If there is no preference, please indicate "transport and store at the discretion of the Sheriff."
- Service address of Judgment Debtor(s) to effect legal service
- Name, address and phone number of attorney or party initiating action
- Indicate the value of the property to be levied upon

_____ **COPY OF THE JUDGMENT** and any assignments.

_____ **BOND OF INDEMNITY TO THE SHERIFF** (must be twice the value of the property to be levied upon, with a minimum bond amount of (\$5,000.00) to include:

- Issuance to William J. Elfo, Sheriff of Whatcom County
- Both the bonding company and the principal must sign the bond

_____ **FEE DEPOSIT OF \$400.00** in the form of cash, check or money order made payable to the Whatcom County Sheriff's Office

Please be aware that you are responsible for the cost of levy (transportation, storage charges, etc.), although they may be ultimately satisfied at time of sale. Should the sale be postponed, either by court order, bankruptcy, or some other reason, those charges still accrue and are your responsibility.

We will do the best we can in executing your judgment collection action but need your assistance to do the best job possible. Thank you for your cooperation.