

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

REAL PROPERTY EXECUTION INTAKE SHEET

You are asking the Whatcom County Sheriff's Office to levy on the property of another in order to at least partially satisfy a judgment. We require the following items:

_____ **WRIT OF EXECUTION OR ORDER OF SALE** – Original and three conformed copies (sealed with court seal) issued by the Superior Court Clerk. (It makes our job easier if there is an extension included in the Writ/Order of Sale which states "This writ may be extended for an additional thirty days for the purpose of sale only.")

_____ **LETTER OF INSTRUCTION** – A detailed letter which shall include:

- Name and address of judgment debtor(s) and any other person(s) having an interest that must be served
- Attorney name, address and telephone number if not included on Writ
- Legal description of the property; Parcel Number (required by Auditor)
- Abbreviated legal description, i.e., lot, block & subdivision name or number or section/township/range and quarter/quarter section (required by Auditor)
- Common address of the property
- Whether the property is improved or unimproved
- Interest Rate
- Attorney(s) of record for judgment debtor(s) and mailing address(es)
- Redemption period (per RCW 6.23.020)
- What newspaper to publish in

_____ **AFFIDAVIT FILED IN COMPLIANCE WITH RCW 6.17.100** (if Execution is other than a Special Execution or Order of Sale)

- If this is a money judgment and the subject property can be claimed by debtor as a **homestead**, please submit an Order to Sell the property. No bid may be accepted at sale if it is less than the homestead exemption. The amount of the homestead exemption must be paid by the purchaser to the judgment debtor(s) in the form of a cashier's check per RCW 6.13.070.

_____ **COPY OF THE JUDGMENT**

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

Please notify the Civil Division immediately if you have to postpone the sale.