

## **REQUIREMENTS – REAL PROPERTY SALES:**

1. Four duplicate originals or conformed copies of the issued writ or order.
2. Copy of the judgment.
3. Deposit:
  - \$1000 – 1 or 2 debtors, short (2-3 line) legal and 4 week publication
  - \$1200 – 1 to 3 debtors w/ medium (4-8 line) legal and 4 week publication
  - \$1400 – 1 debtor w medium legal (4-8 line) w/ 4 week and 6 week publications
  - \$1600 – 2 -3 debtors w/ medium legal 4 week and 6 week publications
  - \$2000 – 3 or more debtors w/ med or long legal w/ 4 week and 6 week publications
4. Letter of Instruction requirements:
  - Property tax parcel number.
  - Newspaper to publish in, to be picked by plaintiff. (6.21.030(2)(b))
  - Legal description, both short and long, and address of property if not noted in the writ or order.
  - Redemption period.
  - Interest rate.
  - Name and service address of debtors we are to serve.
  - Affidavit of insufficient personal property filed, if applicable.
  - Attorney of record.
  - If the location of the debtors is unknown, or an “estate” and heirs is involved, a six week publication is necessary, to meet service requirements. (4.28.100)
5. If the order presented is a Writ of Execution query whether a Homestead will apply or not.
  - If Homestead applies, only a levy will be done – no other actions.
6. We encourage you to utilize our approved real property writ/order form shown below.
  - This form, approved by Prosecutor’s office, provides all information for the Sheriff to successfully execute the sale of the real property.
  - If your writ or order does not clearly define and direct who the Sheriff is to execute against, we may not accept your writ or order in the format issued.
  - The example below can be forwarded electronically, upon request.

**(Example of form below.)**
7. Once your case has been accepted and prepared we will levy and set sale date. A copy of the Judgment Debtor notice will be forwarded to your office so you may comply with statutory service requirements.

SUPERIOR COURT OF WASHINGTON  
IN AND FOR THE COUNTY OF CLARK

**(PLAINTIFF)**

Cause No. (*Cause No*)

Vs

**(Document title)**

**(DEFENDANT)**

THE STATE OF WASHINGTON, to the Sheriff of Clark County, Washington:

ON (*Cite your awarded judgment information – to include date entered, in favor of what plaintiff and against what defendants, and judgment amount(s), listing total judgment and interest rate. Include any foreclosure information you may need listed in your order, including any references to RCW 61.12.060*)

**(Optional, if applicable)** Judgment Creditor (*list judgment creditor*) has filed an affidavit pursuant to RCW 6.17.100, stating that after diligent search, there is not sufficient nonexempt personal property of the Judgment Debtor to satisfy the judgment.

NOW, THEREFORE, you are hereby commanded to take this Writ (*or Order*) and levy upon, seize and take into possession and execution, the nonexempt real property of Judgment Debtor(s) (***LIST THE JUDGMENT DEBTORS BY NAME THAT WE ARE PROCEEDING AGAINST***), sufficient to execution, and sell said property, or so much thereof as may be necessary to satisfy the Judgment and post-judgment interest and costs, according to law.

The real property you are commanded to levy upon, seize and take into possession and execution is (***List property address, tax parcel number(s) and legal description***)

MAKE RETURN HEREOF within sixty days of the date indicated below to the Clerk who issued it, showing you have executed the same.

WITNESS the Honorable \_\_\_\_\_, Judge of the Superior

Court and seal of said Court, affixed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at Vancouver, Washington.

By: \_\_\_\_\_  
Superior Court Clerk

\_\_\_\_\_  
Deputy Clerk

Presented by: