



Guidelines for Real Property Sales

Please provide the following:

1. Original Writ and four certified copies with extension language for additional 30 days (*please ensure that we receive the documents as soon as possible after the filing date as these writs are only good for **60 days from date of filing in the court***)
2. Copy of the judgment
3. Fee deposit of **\$1,200** made payable to LCSO. This fee includes the levy fee and publication fees. You will receive a final statement showing any fees due with the Return of Service and Certificate of Sale shortly after Sheriff's Sale.
4. **Letter of Instruction:**
 - a) Name and address of judgment debtor(s) and any other person(s) having an interest that must be served notices. Sheriff is only required to mail notices to judgment debtors named in the Writ of Execution or Order of Sale. RCW 6.17.130
 - b) Name of plaintiff's attorney, address and telephone number.
 - c) Complete legal description of property & street address.
 - d) Auditor's Tax Parcel No. for property being sold.
 - e) Location/address of the real property if it is improved or unimproved.
 - f) Indicate your choice of Newspaper to publish the Notice of Sale of Real Property (Please indicate if a six week publication for Unknown Heirs is required). The newspapers that meet the requirements of RCW 6.21.030(2)(b) in Lewis County are **The East County Journal** and **The Chronicle**.
 - g) Length of redemption period.
 - h) Interest rate, which specifically conforms to the rate specified in the judgment.
 - i) If judgment debtor has filed for bankruptcy during this process, please provide a copy of release of property from the bankruptcy court for our records.
 - J) Confirm the affidavit needed per RCW 6.17.100 (regarding insufficient personal property) has been filed.
 - k) Confirm that homestead does or does not apply. If you are not sure a homestead clause applies or not, we will only file the levy with the Auditor's Office. You will need to pursue required information before any further action is taken by the Sheriff's Office.
5. If the location of the debtors is unknown, or an "estate" and "unknown heirs" are involved, a six week **Service by Publication** may be required per RCW 6.17.130. (Please note this six week publication is different from the requirement for the four week publication of the Public Notice of Sale of Real Property required by RCW 6.21.030.)
6. You will be sent a calculation table for the total judgment approximately two weeks prior to the sale. Please complete the table and provide the information to the Sheriff's Office no later than Wednesday of the same week of the scheduled sale.
7. If information that is required by law is not included in the writ you may be asked by our office to obtain an amendment to the writ, i.e. if the interest rate is not specified in the writ, we cannot proceed with the sale.