



Guidelines for Real Property Sales

Please provide the following:

1. Original signed 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 the writ as must make return to the court within **60 days from date of filing.***)
2. Certified copy of the judgment signed by the judge.
3. Fee deposit of **\$1,200** made payable to LCSO. This deposit includes the levy fee, and other fees (may not cover the entire publication fee) necessary to execute the writ for order of sale. An itemized statement covering all fees due will be mailed with the copies of 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) 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(s) of property(ies) & street address(es).
 - d) Assessor's Tax Parcel Number(s) for property(ies) being sold.
 - e) Location/address(es) of the real property(ies) regardless if it is improved or not.
 - f) Indicate your choice of Newspaper to publish the Public Notice of Sale of Real Property (Please indicate if a six week publication for Unknown Heirs is required). The newspapers that meet 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 debtor(s) 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 letter listing LCSO expenses and requesting final fees for the total judgment amount approximately two weeks prior to the sale. Please complete the requested information and provide both final fees and opening bid 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.