

Guidelines for Real Property Sales



Please provide the following:

1. Original signed Writ and four conformed 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 we 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 a full or portion of publication fee(s) (depending on 4 or 6 week publications)** 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.
Note: If the deposit does NOT cover the full publication fee, you will be requested to submit additional funds to cover this cost, as public funds may not be used to defray costs of a private party action.
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 of property(ies) & street address(es).
 - d) Assessor's Tax Parcel Number(s) for each parcel named in writ/order of sale.
 - 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 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 if this is a Writ of Execution.
 - 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/are unknown, or if an "estate" or "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 an email providing our fees during execution of this order, and requesting your final fee figures for the total judgment amount approximately **two weeks prior to the sale**. Please provide requested information to the Sheriff's Office no later than **Wednesday of the same week of the scheduled sale**.
7. If information 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.
8. The certificate of sale will be mailed by the court clerk to the winning bidder. The certificate of sale **MUST** be recorded per RCW 6.21.110(6) prior to any deed being issued.