

**Clark County Sheriff's Office**  
**REAL PROPERTY SALE INTAKE SHEET**

**-Four duplicate originals of the issued writ or order.**

**-Copy of the judgment.**

**-Letter of Instruction requirements:**

- Property tax parcel number
- Legal description, both short and long, and address of property (if not noted in the writ or order)
- Redemption period per RCW 6.23.020
- Interest rate
- Name and service address of debtors we are to serve.
- Newspaper to publish in, to be picked by plaintiff per 6.21.030(2)(b)
- Please indicate if service of the Writ or Order must be affected by publication per RCW 6.17.130
- 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)
- Affidavit of insufficient personal property filed, if applicable
- Attorney of record

**-Deposit:**

- \$1000 – 1 - 2 debtors, short (2-3 line) legal and 4-week publication
- \$1200 – 1 - 3 debtors' w/ medium (4-8 line) legal and 4-week pubs
- \$1400 – 1 debtor w/medium legal (4-8 line) w/4 week and 6-week pubs
- \$1600 – 2 -3 debtors w/ medium legal 4 week and 6-week pubs
- \$2000 – 3 + debtors w/medium or long legal w/ 4 week and 6-week pubs

If the order presented is a Writ of Execution, please specify whether a Homestead will apply or not. If Homestead applies, only a levy will be done – no other actions until further notice.

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.

The following information must be received prior to the sale: Affidavit of Mailing (per RCW 6.21.030) and bid letter which should include an itemized list of the total amount due at the time of sale and the amount of credit bid.

We encourage you to utilize our approved by Prosecutor's office real property writ/order form (shown below) as it provides all information for the Sheriff to successfully execute the sale of the real property.

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SUPERIOR COURT OF WASHINGTON IN AND  
FOR THE COUNTY OF CLARK

**(PLAINTIFF)**

vs

Cause No. (**Cause No**)  
(**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. This time may be extended another 30 days as necessary to effectuate the sale pursuant to RCW 6.21.050.

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: