



DEED - INTAKE FORM

Documents / Information Needed

_____ **ORIGINAL CERTIFICATE OF SALE** or
ORIGINAL CERTIFICATE OF REDEMPTION, if applicable

- If the original certificate is lost or misplaced, an **Order** from the court is needed in order to issue the Deed.

_____ Copy of **ORDER CONFIRMING SALE**

_____ Copy of **NOTICE OF EXPIRATION OF REDEMPTION PERIOD**, if applicable

_____ **REAL ESTATE EXCISE TAX AFFIDAVIT**, Form 840001A,
Required by Treasurer's Office.

_____ **\$79.00 Sheriff Advance Fees** (\$69.00 for deed & \$10.00 for notary)

- Form of payment is cash, checks, or money orders. Checks and money orders should be made payable to SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO).
- Refer to Sheriff's fee list on our website

Please make sure we have your current contact and mailing information by completing the following:

Name: _____
 Address: _____
 City, Zip: _____
 Phone: _____
 Email: _____

Name for Deed:

Same as Certificate of Sale OR

Print name for Deed _____

- Assignments must be recorded with Auditor's Office prior to being included in deed.
- Proof of recording with Auditor's Office of assignment must be included.

Let us know how to deliver the completed Deed to you:

Pick Up Regular mail Certified mail UPS or FEDEX (Label supplied)