



SNOHOMISH COUNTY SHERIFF'S OFFICE

INTEGRITY • DIGNITY • COMMITMENT • PRIDE

Ty Trenary, Sheriff

ORDER OF SALE / EXECUTION - REAL PROPERTY - INTAKE FORM

Documents / Information Needed:

_____ **ORIGINAL ORDER OF SALE / WRIT OF EXECUTION** and 3 copies (or 1 copy for each defendant) **IF** order is from Snohomish County Court

_____ **1 CERTIFIED COPY OF ORDER OF SALE / WRIT OF EXECUTION** and 3 copies (or 1 copy for each defendant) **IF** Out of county court

Note: Must contain the legal description of the property and the Assessor's tax parcel number for recording. The court order must meet the requirements of RCW 6.17.110.

_____ Copy of Order to issue

_____ Copy of the Judgment

_____ **LETTER OF INSTRUCTION** - Must include the following:

- Location (address) of property to be levied upon.
- Address of judgment debtor(s).
- Name, Address, phone number of attorney or contact person.
- Newspaper for publication. Newspaper of general circulation for Snohomish County is the Everett Daily Herald.
- Redemption period.
- Assessor's tax parcel number.
- Any special instructions.

_____ **\$1000.00 Sheriff Advance Fees**

- Form of payment is cash, checks, or money orders. Checks and money orders should be made payable to SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO).
- Estimated Advance Fees are required prior to service attempt. If the fees are less, a refund check will be issued. If the fees are more, a bill will be sent for additional fees. Refer to Sheriff's fee list at www.snoco.org.

OR

_____ **\$1,500 Sheriff Advance Fees**

- If the "**Sheriff's Notice To Judgment Debtor For Sale Of Real Property**" notice is required to be published for **six (6)** weeks concurrently with the **four (4)** week publication of the "**Sheriff's Public Notice of Sale of Real Property**" notice to cover the additional publication costs