



**PIERCE COUNTY SHERIFF'S DEPARTMENT
CIVIL DIVISION
930 TACOMA AVE SO
TACOMA, WA 98402
(253) 798-7520**

REAL PROPERTY EXECUTION INTAKE SHEET

_____ **WRIT OF EXECUTION OR ORDER OF SALE. Margins: 1" on both sides and on bottom, 3" on top to allow for filing with the Auditor's office.**
Original and three copies. (Issued by the Court Clerk)

_____ **LETTER OF INSTRUCTIONS** – must include Name and address of judgment debtors and any other persons having an interest that must be served;

Legal description of the property; Parcel Number (required by Auditor)

Abbreviated legal description, i.e., lot, block & subdivision name or number OR section/township/range and quarter/quarter section (required by auditor)

Common address of the property;

Whether the property is improved or unimproved;

Redemption period (per RCW 6.23.020)

_____ **AFFIDAVIT FILED IN COMPLIANCE WITH RCW 6.17.100** if Execution is other than a Special Execution or Order of Sale.

If this is a money judgment and the subject property can be claimed by debtor as a **homestead**, please submit an Order to Sell the property. No bid may be accepted at sale if it is less than the homestead exemption. The amount of the homestead exemption must be paid by the purchaser to the judgment debtor(s) in the form of a cashier's check per RCW 6.13.070.

_____ **COPY OF THE JUDGMENT.**

_____ **FEE DEPOSIT OF \$450.00** in the form of attorney's check, money order, cashier's check, cash or debit card with PIN (in office only). Checks should be made payable to the Pierce County Sheriff's Department.

Please notify the Sheriff immediately if you have to postpone the sale.

We will do the best job possible executing the court processes you bring our department, but we need your assistance in doing so. Thank you for your cooperation.