



Grays Harbor County Sheriff's Department

RICHARD R. SCOTT, Sheriff

Execution or Order of Sale – Real Property

Intake Sheet

You are asking the Grays Harbor County Sheriff's Office to levy on the proper of another in order to at least partially satisfy a judgment. We require the following items:

- Writ of Execution or Order of Sale
Original and three copies
- Letter of Instruction
 - Must include the following:
 - Name and address of judgment debtor(s)
 - Legal description of the property
 - Common address of the property
 - Whether the property is improved or unimproved
 - Redemption period (per RCW 6.23.020)
 - Parcel number
 - Which newspaper you wish to use for publication of the sale.
- Affidavit filed in compliance with RCW 6.17.100
Not required if it is an Order of Sale or Special Execution.
- Copy of Judgment.
- Sheriff's Advance Fee \$450. Make check payable to Grays Harbor County Sheriff's Office. Publication fees will be made directly to the newspaper.

All documents must have one inch margins: top, bottom and sides.

Items needed prior to sale: Affidavit of mailing and a bid letter. Bid letter should include an itemized list of the total amount due at the time of sale and the amount of your credit bid. This information must be received prior to the sale.

Should a sale be postponed, either by court order, bankruptcy or for another reason, please notify the Sheriff immediately.