



OFFICE OF  
John Gese

# KITSAP COUNTY SHERIFF

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## WRIT OF EXECUTION FOR PERSONAL PROPERTY - DOCUMENTS NEEDED

1. One **certified** copy of the original AND two copies of the Writ of Execution.
2. Copy of the Judgment (provided copy must be signed by Judge/Commissioner).
3. Letter of Instructions:
  - What property to levy (seize) - Itemized list of items and their retail value.
  - Where to store the property.
  - Who is providing hauling, moving, storage? Names, addresses, phone numbers.
  - Name and address of defendant(s).
  - Address where the property is located.
  - Name, email and phone number of Plaintiff's contact person.
4. Bond of Indemnity to the Sheriff (RCW 36.28.050):

Sheriff's Indemnity Bond Requirements: An Indemnity Bond is required in an amount double the value of the property. The bond must specifically name both the current Sheriff and Kitsap County as obligees and include an original Power of Attorney. For a full list of technical requirements and to avoid bond rejection, please refer to the Kitsap County Sheriff's Office Civil Division page of our website, [www.kitsap.gov/sheriff](http://www.kitsap.gov/sheriff).
5. Advance Fee deposit of \$2,000.00 payable to the Kitsap County Sheriff's Office.  
(Potential additional charges may be billed after completion)

### BREAK AND ENTER ORDER

- If plaintiff wishes the Sheriff to force entry into an enclosure.
- The language for the Sheriff to break and enter must be in the Order to issue the Writ and in the Writ itself OR separate Break and Enter Order.

### HOLD HARMLESS AGREEMENT/KEEPERS RECEIPT

- Required that the plaintiff or attorney sign if the property is to be hauled and/or stored by another party