



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)
6. Break and enter authority language must be included in both the Writ and Order and identify the specific physical address, exact building, enclosure or residence where the entry is authorized and must describe the property to be seized with enough particularity that the deputy can identify it without exercising independent discretion.

Note: A Hold Harmless/Indemnification Agreement will be drafted by the Kitsap County Sheriff's Office for the Plaintiff or Plaintiff's Attorney to sign. A Keeper's Receipt will be drafted by the Kitsap County Sheriff's Office for all parties involved in the capacity of storing or towing the seized personal property.