



OFFICE OF
John Gese

KITSAP COUNTY SHERIFF

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WRIT OF EXECUTION/ORDER OF SALE (REAL PROPERTY) – DOCUMENTS NEEDED

1. One **certified** copy of the Original AND two copies of the Writ of Execution/Order of Sale
2. One copy of the Judgment/any supporting documents
3. Letter of Instructions
 - Name and address of all judgment debtors
 - Full Legal Description of property
 - Abbreviated Legal Description of property
 - Parcel Number
 - Common address
 - Redemption period
 - Name, email and phone number of representative to communicate with throughout process
4. Property Tax Parcel Number
5. Physical address of the property
6. The Notice of Sale will be published on Fridays in the Kitsap Sun Newspaper
7. Redemption period
8. Advance Fee Deposit of \$1000.00, payable to the Kitsap County Sheriff's Office. (additional fees may be assessed after completion)
9. We will require electronic email the following in Word format:
 - Legal description of the property
 - Abbreviated legal description
 - Order of Sale
10. Writ of Execution: The creditor must show that there is insufficient personal property to satisfy the judgment (RCW 6.17.100). We need an affidavit of insufficient property in the Writ, or a Declaration of Insufficient Property