



OFFICE OF
John Gese

KITSAP COUNTY SHERIFF

614 DIVISION ST. MS-37 • PORT ORCHARD, WASHINGTON 98366 PHONE: (360) 337-7104
EMAIL: kcsocivildivision@kitsap.gov

WRIT OF EXECUTION/ORDER OF SALE (PERSONAL PROPERTY) DOCUMENTS NEEDED

JAN 2017

1. One **certified** copy of the original AND two copies of the Writ of Execution/Order of Sale.
2. Copy of the Judgment.
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 the hauling, moving, storage? Names, addresses, phone numbers.
 - Name and address of defendant(s).
 - Address where the property is located.
 - Name and phone number of plaintiff's contact person.
4. Bond of Indemnity to the Sheriff (RCW 36.28.050):
 - Double the value of the property
 - Indemnifying the Kitsap County Sheriff
 - Bond is for the Writ of Execution
 - Must be signed by principal or his agent, and the Attorney in fact

ADVANCE FEES: \$4,500.00 - There could be additional charges that you would be billed at a later date

BREAK AND ENTER ORDER

- If plaintiff wishes the Sheriff to force entry into an enclosure:
- The language to the Sheriff to break and enter must be in the order to issue the Writ and in the Writ itself.

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