



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 FOR REAL PROPERTY – DOCUMENTS NEEDED

1. One **certified** copy of the original AND two copies of the Writ of Execution/Order of Sale.
2. Copy of the Judgment (provided copy must be signed by Judge/Commissioner).
3. Letter of Instructions:
 - Name and address of all judgment debtors.
 - Full and Abbreviated Legal Description of property.
 - Property Tax Parcel Number.
 - Physical address of property.
 - Redemption period.
 - Name, email and phone number of representative for us to communicate with throughout the process.
4. Advance Fee deposit of \$1000.00 payable to the Kitsap County Sheriff's Office.
(Potential additional charges may be billed after completion)
5. We will require electronic email the following in Word format:
 - Full and Abbreviated Legal Description of the property.
 - Order of Sale.
6. Writ of Execution for Real Property:
 - The creditor must show that there is insufficient personal property to satisfy the judgment (RCW 6.17.100). We will need an Affidavit of Insufficient Property or a Declaration of Insufficient Property.

NOTE: The Kitsap County Sheriff's Office utilizes the Kitsap Sun for all publications.