



# YAKIMA COUNTY SHERIFF'S OFFICE

ROBERT UDELL, Sheriff

P.O. Box 1388 Yakima, Washington 98907  
Civil Department

TELEPHONE (509)574-2540  
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## **PERSONAL PROPERTY EXECUTIONS**

The following is a checklist of required documentation for personal property Executions/Orders of Sale.

- A. Letter of instruction to include:
1. What property to levy upon, if known.
  2. Physical address of the property.
  3. Where the property is to be stored (must be stored in county where it is seized).
  4. Who is providing the hauling.
  5. Address of defendants.
  6. Name and phone number of plaintiff's contact person.
  7. We will need a check made out to the Yakima County Auditor for \$103.50 for the Levy.
- B. Bond of Indemnity to Sheriff (RCW 36.28.050):
1. Double the value of property to be seized or double the judgment amount, whichever is greater.
  2. Indemnifying the Sheriff.
  3. Make sure bond is for a Writ of Execution and not some other kind of writ.
  4. Signed by the principal or his agent, and the attorney in fact.
  5. With the correct court and cause number.
- C. Break and Enter Order:
1. If plaintiff wishes the Sheriff to force entry into an enclosure.
  2. Physical address of the property.
  3. Must be signed by judge, no court clerk.
  4. Legal description of the property.
  5. Other information as required by RCW.
- D. Hold Harmless Agreement:
1. It is required that the plaintiff or attorney sign this if the property is to be hauled and/or stored by other than a bonded tow company or warehouse.
- E. Writ of Execution:
1. One original and two certified copies for the writ/order of execution.

If you have any other questions, please call us (509) 574-2540