



# YAKIMA COUNTY SHERIFF'S OFFICE

ROBERT UDELL, Sheriff

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

TELEPHONE (509)574-2540  
FAX: (509) 574-2621

## **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. Tax parcel number is applicable.
  - a. Preferably to also be included in the order.
4. Where the property is to be stored (must be stored in the county where it is seized).
5. Who is providing the hauling.
6. Address of defendants.
7. Name and phone number of plaintiff's contact person.

**B. Documentation required:**

1. The above letter of instruction.
2. Three certified copies of the Writ or Order.
3. Copy of the judgment which shows awarded costs, this must be signed by a judge, not a court clerk and show that it was certified.
4. Check made payable to the Yakima County Sheriff's Office for \$250.00 for processing and fees. We will refund any amount not used or bill any amount over.
5. We will need a check made payable to the Yakima County Auditor's Office for the levy fee which may vary depending on the number of pages filed with the Auditor. Please refer to the Auditor's fee schedule for the exact amount  
(<https://www.yakimacounty.us/249/Recording>).

**C. Bond of Indemnity to Sheriff (RCW 36.28.050):**

1. Original sealed bond.
2. Double the value of property to be seized or double the judgment amount, whichever is greater.
3. Indemnifying the Sheriff of Yakima County.
4. Make sure the bond is for a Writ of Execution and not some other kind of writ.
5. Signed by the principal or his agent, and the attorney in fact.
6. With the correct court and cause number.

**D. Your Writ/Order must include:**

1. Language directing Sheriff of Yakima County.
2. Break and enter language
  - a. If the plaintiff wishes the Sheriff to force entry into an enclosure.

3. Writ/Order must be certified.
4. Physical address of the property.
5. Must be signed by a judge, not a court clerk.
6. Legal description of the property.
7. 60-day language for the life of the writ/order
  - a. Deliverable to our office in a timely manner to allow us to process and execute within the life of the writ/order and the required deadlines by RCW.
  - b. With a preferred additional 30-day extension
8. Other information as required by RCW.

E. 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.

F. Our office will prepare:

1. Sheriff's Notice of Sale to Judgement Debtor.
2. Sheriff's Public Notice of Sale.
3. Levy form.
4. We will e-mail a copy of the above documents to you for your mandatory mailing.
5. All standard Civil Process paper worksheets/returns to court.

G. Prior to sale:

1. After we advise you of the Sheriff's fees, we require at least 48 hours' notice (end of business day the Wednesday prior to the sale) of the final judgment amount, which will include compounded interest and all appropriate fees.
2. You will also need to provide us with the opening bid, and the name of the representative to be at the sale if there will be a representative.
3. You are required to supply us with confirmation that you have complied with notification requirements of RCW 6.21.030(1).

H. Post sale:

1. The Sheriff's Office will prepare the Certificate of Sale. A copy of this certificate will be sent to the successful bidder or his agent. The successful bidder will also receive the original from the court, which will be needed for the future issuance of a deed.

If you have any other questions please contact us:

Sheriff Civil Email: [sheriffcivil@co.yakima.wa.us](mailto:sheriffcivil@co.yakima.wa.us)

Phone (civil line): 509-574-2500 ext 4

Address: P.O. Box 1388 (attn civil), Yakima, WA 98907