



# 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

## **REAL PROPERTY EXECUTIONS/ORDER OF SALE**

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

A. Letter of instruction to include:

1. Property tax parcel number.
  - a. Preferably to also be included in the order.
2. Physical address of the property.
3. Addresses of all defendants to be served.
4. Redemption period.
5. Newspaper to publish in and length of publication.
6. Interest rate.
7. Attorney of record.
8. Whether this is a judgment or a mortgage default sale.
9. If or if not a homestead applies.

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>).
6. A statement that there is insufficient personal property, if applicable. (Does not apply if Order of Sale is a foreclosure).

C. Your Writ/Order must include:

1. Language directing Sheriff of Yakima County.
2. Writ/Order must be certified.
3. Physical address of the property.
4. Legal description of the property.
5. Redemption period
6. 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
7. Other information as required by RCW.

D. Our office will prepare:

1. Sheriff's Notice of Sale to Judgement Debtor.
  - a. We will e-mail a copy to you for your mandatory mailing.
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. Publication notice to the newspaper. You will be responsible for the publication charges.
6. All standard Civil Process paper worksheets/returns to court.

E. 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).

F. 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