



1350 Norris Road
Bakersfield, California 93308-2231

Civil Section
PO Box 70127
Bakersfield, California 93387
(661) 635-1300 Fax (661) 635-1320

REAL PROPERTY REQUIREMENTS

Before we can comply with your instructions to levy on real property, you must comply with the following:

_____ You must *specifically* instruct the Sheriff to:
_____ **WRIT OF EXECUTION – "levy and sell...**
_____ **ATTACHMENT – "levy on...**
...all of the right, title and interest of _____ in that real property described as..."

_____ Supply our office with the names and addresses of all record owners of the property.

_____ Specifically tell our office if there is or is not a dwelling located on the property. If there is, is it real or personal property?

_____ Provide a typewritten legal description of the real property on a separate sheet of paper and supply our office with six (6) copies of the same.

_____ Supply original writ and six (6) copies.

_____ Supply the Assessor's Parcel Number(s) for the parcel(s) and a MAP indicating where the parcel(s) is/are located.

Other: \$1,800.00 fee deposit for Execution or Sale

\$ 500.00 fee deposit for Attachment (\$150.00 if served by Registered Process Server)

Original Certified copy of the Judgment and Order is required with a Writ of Sale

Copy of Right to Attach, Undertaking and debtor's mailing address is required if Attachment

Provide a breakdown of cost per parcel if more than one parcel under a writ of sale and sold per State & Hwy Code.