



1350 Norris Road
Bakersfield, California 93308-2231

Civil Section

PO Box 80786

Bakersfield, California 93380
(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 – "attach**

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 (or original electronic writ and writ declaration) plus 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: For writ of execution or sale, \$1,800.00 fee deposit per parcel payable to the Kern Co Sheriff.

For writ of attachment, \$600.00 fee deposit payable to the Kern Co Sheriff.

A check for recording fees made payable to the Kern Co Recorder will be required prior to the recording of the levy. You will be contacted with the amount required.

An original certified copy of the judgment and order is required with a writ of sale. A copy of the right to attach, undertaking, and debtor's mailing address is required with a writ of attachment

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