



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 – "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.