



# San Luis Obispo County Sheriff's Office



## Civil Division

### **REAL PROPERTY REQUIREMENTS WRIT OF ATTACHMENT**

1. Original and three copies of the Writ of Attachment.
2. Three copies of the Right to Attach Order.
3. Original and three copies of the legal description of each parcel as it appears on the deed. The description must be on 8 ½ by 11 inch sheets of paper, alone, with no letterhead. Copies must be clear and legible or the San Luis Obispo County Recorder will not record them.
4. Initial deposit of \$250.00. If there is any urgency to have the attachment recorded enclose a check made out to the San Luis Obispo County Recorder, not to exceed \$100.00.
5. Instructions must be signed by attorney or plaintiff and contain:
  - A. Specifically instruct Sheriff to attach real property.
  - B. State what property is being attached (A common address and if no address, county plot maps and APN must be provided).
  - C. Advise if property is a dwelling house, and if a dwelling, whether real property or personal property.
  - D. State specifically whose interest is being attached.
  - E. Identify by name and mailing address any owners of record other than the debtor(s).
  - F. Provide mailing addresses of all concerned.
6. If Ex Parte a copy of the Summons and Complaint with two copies for each person to be served. Or, instructions stating that the Summons and Complaint will be or has been served.
7. Copy of undertaking.