



San Luis Obispo County Sheriff's Office



Civil Division

REAL PROPERTY REQUIREMENTS WRIT OF SALE

1. Original and four copies of the Writ of Sale.

2. Original and four 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.

3. Initial deposit of \$1,200.00
 - A. If there is any urgency to have the property recorded, also provide a check made out to the San Luis Obispo County Recorder in the amount not to exceed \$100.00.

4. Instructions must be signed by attorney or plaintiff and contain:
 - A. Specifically instruct Sheriff to levy and sell property.
 - B. State what property is being sold (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 sold.
 - E. Identify by name and mailing address any owners of record other than the debtor(s).
 - F. Provide mailing addresses of all concerned.

5. Original and four copies of a certified copy of the Judgment and Order of Sale.