



Blaine County Sheriff's Office

1650 Aviation Drive
Hailey, Idaho 83333-4940

Sheriff Steve Harkins
Chief Deputy Will Fruehling

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The following is a list of the requirements for a real property sale:

***note: each parcel must be sold individually**

- **Letter of Instruction** – must be dated, addressed to the Sheriff and be signed by the attorney for the plaintiff. It must contain the plaintiff's contact name and information. It should list what is included in the packet (documents, checks etc.), what is to be done and when, the legal description of property to be levied upon and the names and addresses of any defendants.
- **Writ of Execution** Original (or certified copy) for recording. Copies for each defendant will made of the recorded writ. The writ must be directed to the County Sheriff where the property is located.
- **Notice of Levy** – Emailed in Word format, to be copied after recording, Notice must contain the legal description of property and the case number. This document will be signed by the sheriff, or sheriff's deputy, and notarized.
- **Order of Sale** – if applicable (foreclosure sales) must list date and amount of judgment, interested parties, and any liens. The order must be signed by the judge.
- **Notice of Sheriff's Sale** – Emailed in Word format. This must include the legal description of the property and the location of sale. Blaine County Sheriff's Real Property Sales are conducted in the lobby of the Public Safety Facility, 1650 Aviation Dr. Hailey ID 83333-4940.
 - The Notice of Sheriff's sale will be copied after the sale date is set, then posted (for 20 days prior to sale date) & mailed to defendants as well as the plaintiff or his attorney. It also must be published in the newspaper for 3 consecutive weeks. It is the plaintiff's responsibility to pay for the publishing of the notice.
- **Advance Fees**
 - \$ 60.00 for service of writ.
 - \$150.00 Sheriff's Commission
 - \$ 10.00 for executing Certificate of Sale
 - \$ 10.00 for executing the Sheriff's Deed
 - \$ 20.00 copies etc.
 - **\$250.00** required deposit (does not include recording fees, nor publication costs)
- **Check to the Blaine County Recorder** - \$10 for 1st pg, \$3 ea. additional page, except Sheriff's Deed which is a flat rate of \$15.00. Documents to be recorded: Notice of Levy, Writ of Execution, and order of sale (if applicable). The certificate of sale will also need to be recorded *after* the sale (original, recorded certificate goes to purchaser) and the Sheriff's Deed after redemption period, if there is one.
- **Envelopes** made out to defendants' (and any lien holders') last known mailing address with sufficient postage for mailing of the relevant documents.
- **Certificate of Sale** (emailed in Word format) must include the legal description, redemption information, type of currency paid, the name of the purchaser and date sold. The purchase price for each parcel and total price will be inserted upon completion of the sale and the certificate will be signed by the Sheriff. The original is recorded and sent to purchaser. Must include notary. (Id code 11-310.)
- **Sheriff's Deed** – processed after redemption period. Please submit, in Word format, include: caption of case, legal description of property, purchaser info inc. mailing address, sale price, date and time of sale, date certificate of sale was issued, and any redemption info. This document will be signed by the sheriff, dated and notarized. Recorded original will be sent to purchaser.