



Sherburne County Sheriff's Office

"Commitment to Service with Integrity and Pride"

Sheriff Joel Brott

WRIT OF EXECUTION – PERSONAL PROPERTY REQUIREMENTS

1. Original Writ, endorsed, directing the Sheriff of Sherburne County to execute.
2. Letter of instruction indicating who we are levying against, where the property is located (must be in Sherburne County), detailed description of the property that the Sheriff is levying against, when is a good time to serve (do you know their work schedule). You must supply proof of ownership.

3. We require a \$700 deposit per item/vehicle.

If personal property (furnishing), the property must be appraised by two licensed appraisers.

4. A DMV print out is required for all registered vehicles. There is a \$5,000.00 exemption that applies. The vehicle must be in the debtor's name only. If there is a secured lien, this office will send a letter requesting the pay-off amount.

If the property is registered with the DNR – you will need to provide us with proof of ownership from the DNR.

Farm Equipment or other items that would be registered via UCC – we will need the UCC finance statement.

Vehicle Printouts. See below:

Driver and Vehicle Services
445 Minnesota St., Suite 168
St. Paul, MN 55101
Phone: 651-296-6911
TTY: 651-282-6555
E-mail: motor.vehicles@state.mn.us

Link for DVS form:

<https://dps.mn.gov/divisions/dvs/forms-documents/Documents/RecordRequestForm.pdf>

Link for DNR data request form:

http://files.dnr.state.mn.us/rlp/licenses/data_request.pdf

Link to the Secretary of State for UCC searches:

<https://mblsportal.sos.state.mn.us/>

5. The deputy will drive by the site to make sure the property is there and has value - \$50.00 per hour/deputy time.
6. After the deputy confirms the property, you will need to set a sale date. The date should be 14 days out to allow time for service, debtor must be served 10 days before the sale and the sale must be posted in 3 public places for 10 days prior to the sale.
7. The sale will be conducted at the tow company. The creditor or their representative must open the bidding, the sale price is subject to the towing and storage costs as well as any amount due to a secured lien holder.
8. We will deduct our fees from the deposit and refund any difference after the sale has been completed and all paperwork finalized.