



CANYON COUNTY **SHERIFF**

Sheriff Kieran Donahue
Immediate Past President,
National Sheriffs' Association

Douglas S. Hart
Chief Deputy

SHERIFF'S SALE REQUIREMENTS FOR REAL PROPERTY

Updated 10/29/25

1. Required Documents:

Signed Letter of Instruction to the Sheriff indicating the interested parties to receive the recorded documents and Notice of Sheriff's Sale.

Writ of Execution: original or electronically filed copy.

Certified Judgment

Certified Order; Judgment and Order may be together, or included (stapled to) the Writ.

Notice of Levy

Notice of Sale

2. Check payable to the **Sheriff's Office** for **\$1000.00 (minimum deposit)**.

Our advance fee of \$244.00 is included in the deposit.

Publication Fees vary (additional fees may apply).

Any remaining funds will go back to your office after the sale is completed.

Sheriff's fee is non-refundable once the sale has been set.

3. Check payable to the **Canyon County Recorder's Office**.

\$10.00 for the first page of each document.

\$3.00 for each additional page.

Per Idaho Code 8-506 (1), (2) the Writ and Notice of Levy must be recorded.

Once the documents are recorded, we will send an e-mail to you confirming the sale date and requesting a digital copy of the Notice of Sheriff's Sale for Posting and Publication purposes.

The legal description and physical address must be included in the Notice of Sale, as well as the redemption period.

For any additional questions, please contact our office at (208)454-7510.

Public Safety, Teamwork, Community

1115 Albany Street * Caldwell, Idaho 83605 * phone (208) 454-7510 * fax (208) 454-7476 * Website: www.canyoncounty.id.gov/sheriff

Civil Email: ccsocioil@canyoncounty.id.gov * Records Email: ccsorecords@canyoncounty.id.gov

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