



MONTOUR COUNTY SHERIFF'S OFFICE SALE PACKET

Sheriff Sale on Real Property / Mortgage Foreclosure / Money Judgement

Please follow this checklist to ensure you have ALL documents required for filing NEW real estate. Missing documents will result in the packet not being accepted.

- Writ of Execution (1 Original, 2 Copies per Defendant)
- Affidavit of Rule 3129.1 (Certified)
- Affidavit of Last Known Mailing Address of Defendant(s) (Certified)
- Notice of Sheriff Sale (2 Copies per Defendant)
- Legal Description (Long and Short)
- Acts 91 & 6 (Certified)
- \$4,000 Deposit Check
- Direction Sheet filled out (Available on Website)
- Certificate of Compliance (Certified)
- Self-Addressed Envelopes to Law Firm

If Money Judgement Please add the following:

- Claim of Exemption for each Defendant

PLAINTIFF'S RESPONSIBILITIES

If we are not serving the defendant(s) by personal service, the plaintiff MUST serve the by Certified Mail with Notice of Sale.

The Plaintiff must serve the Lien Holders by Certificate of Mailing with Notice of Sheriff's Sale.

Before the sale, an affidavit must be filed that the defendant(s) were served by Certified Mail. They must be done if Sheriff's Office does not make personal service. Original affidavit must be filed with the Montour County Prothonotary. Copy must be filed with the Sheriff's Office two weeks prior to the sale.

A copy of the Long Legal Description must be emailed in a Word Document 48 hours after the sales packet has been accepted.