

ELK COUNTY SHERIFF SALES INFORMATION REQUIREMENTS & INSTRUCTIONS

*** SALE DATE WILL NOT BE SET UNTIL ALL REQUIREMENTS ARE MET***

1. Advance of \$3,000.00 made payable to the Elk County Sheriff's Office.
2. Two (2) postage-paid, self-addressed stamped envelopes.
3. Affidavit of Notice pursuant to Rule 3129.1.
4. Legal description must include the following per Rule 3129.2:
 - Deed book & page # of recorded deed
 - Tax Map # & Control #. *You may get this information from the Elk County Assessment Office (814) 776-5340.*
 - Address of property to be sold including full street address
 - Improvements to the property such as a two-story frame dwelling w/ one car detached garage. Listing residential dwelling is not sufficient. This information is required per Rule 3129.2.
 - Do **NOT** type the description in capital letters.

****Please indicate if you prefer we use the short or long description for publication. Email the legal description(s) to: bkennedy@countyofelkpa.com, in Microsoft Word document form. We must have the long legal description emailed to us. If you prefer we advertise the short description, please email that as well.****

5. Name of contact person or persons within your office and direct dial telephone number we may call if a question should arise. Also, list an email address if available (this is used specifically for service information and post-sale questions.)

A Notice of Sheriff Sale/handbill will be mailed to your office.

One week prior to the sale, notify the Sheriff's Office who will appear to represent your interest. Provide the Chief Deputy or Office Manager with the name and address you wish to appear on the deed via email, FAX or letter.

Email addresses & telephone numbers are as follows:

(Pre-sale Information & Questions)

Barbara Kennedy, Office Manager bkennedy@countyofelkpa.com (814) 776-5363
Jason McDermott, Chief Deputy jmcdermott@countyofelkpa.com (814) 776-5341

If the plaintiff is awarded the bid, you will receive the following:

- ✓ A letter from our Solicitor outlining the amount due
- ✓ Deed
- ✓ A copy of the schedule of distribution

The following must be received by the Sheriff's office no later than **30** days after the date of the Sale without any demand being made by the Sheriff's Office:

- ✓ The Deed
- ✓ Realty Transfer Tax Statement of Value Form
- ✓ Two (2) copies of the Assignment of Mortgage as proof of property ownership at the time of sale
- ✓ A check for any additional funds
(Check, money order, Cashier's check or cash is accepted in the Sheriff's Office.)
- ✓ Lien Creditor's Receipt, if applicable

The fee for deed preparation is \$200.00 (effective October 2022) and will be included in the Sheriff's costs. The Deed, Realty Transfer Tax Statement of Value, and Assignment/Mortgage will be filed within forty (40) days from the date of sale. (Provided the Schedule of Distribution is posted for ten (10) days and no exceptions have been filed.)