David Olweiler Real Estate Deputy David B. Dowling Solicitor

Office of the Sheriff

Jack Duignan Chief Deputy



Dauphin County Harrisburg, Pennsylvania 17101 ph: (717) 780-6590 fax: (717) 255-2889

Nicholas Chimienti, Jr.

Sheriff

SHERIFF SALE OF REAL ESTATE

Document requirements for a Real Estate Sale

- 1. Original Writ of Execution (provided to Sheriff's Office by Prothonotary)
- 2. Deposit check in minimum amount of \$2,000 (1 or 2 parcels) payable to Dauphin County Sheriff
 - 3 or more parcels include an additional \$1,000 per parcel
- 3. Affidavit pursuant to PA RCP No. 3129.1 stating property to be sold, defendant(s) name(s), and last known address(es)
- 4. Notice of Sheriff Sale of Real Estate pursuant to PA RCP No. 3129.1 (2 copies per defendant), with long legal description attached
- 5. Service Instructions for Sheriff
- 6. Waiver of Watchman
- 7. Affidavit of Non-Military Service, if applicable
- 8. Affidavit of Certificate of Service / Mailing pursuant to PA RCP No. 3129.2c (service to lien holders) filed and received by Sheriff prior to sale of property
- 9. Notice of Execution pursuant to PA RCP 2958.2 if a CONFESSED JUDGMENT
- 10. Long legal description must contain in the following suggested order:
 - a) Sale No.: (leave blank; to be assigned by Sheriff)
 - b) Name of Attorney Representing Plaintiff
 - c) Judgment Amount: \$(dollar amount)
 - d) Situate in (list municipality or township and county)
 - e) Tax Parcel # (00-000-000)
 - f) Premises Being: (full address of property to be sold)
 - g) "Seized and sold" statement which includes Judgment Number

If successful bidder:

- a) Letter of Instruction regarding to whom to strike the deed (if other than Plaintiff see (c)).
- b) Two copies fully, correctly completed Realty Transfer Tax Statements and self-addressed, stamped envelope. Original signature is required on one copy of Statement. Tax codes, school district codes, and Statement available on Sheriff Website.
- c) If applicable: check for Transfer Tax made payable to Dauphin County Recorder of Deeds
- d) If applicable, as invoiced by the Sheriff, check for balance due on case made payable to Dauphin County Sheriff.

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David B. Dowling *Solicitor*

Office of the Sheriff

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Dauphin County Harrisburg, Pennsylvania 17101 ph: (717) 780-6590 fax: (717) 780-6557

Nicholas Chimienti, Jr. Sheriff

WAIVER OF WATCHMAN

Any Deputy Sheriff levying upon or attaching any property under within Writ may leave same without a WATCHMAN, in custody of whoever is found in possession, (after notifying such person of such levy or attachment), without liability on the part Of such Deputy or the Sheriff to any Plaintiff herein for any loss, destruction, or removal of any such property before Sheriff's Sale thereof.

(SEAL)
ъ.
 Date

David Olweiler Real Estate Deputy David B. Dowling Solicitor

Office of the Sheriff

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Dauphin County Harrisburg, Pennsylvania 17101 ph: (717) 780-6590 fax: (717) 780-6557

Nicholas Chimienti, Jr. Sheriff

SHERIFF SALE

By virtue of certain writ of Execution issued out of the Court of Common Pleas and Orphans'
Court of Dauphin County, Pa, and to me directed, I will expose at Public Sale or Outcry, at the
Dauphin County Courthouse in the City of Harrisburg, Dauphin County, Pa, on Thursday,
(DATE) at 10:00 A.M., the following real estate, to wit:

NOTICE is further given to all parties in interest and claimants. Schedule of proposed distributions will be filed by the Sheriff of Dauphin County, on Tuesday, (DATE) and distributions will be made in accordance with the said schedule unless exceptions are filed thereto within ten (10) days thereafter.

CONDITIONS OF SALE

The Highest and Best Bidder Shall Be The Buyer

TERMS

The purchaser will be required to pay the full amount of his bid by TWO O'CLOCK P.M. on the day of sale, and if complied with, a deed will be tendered by the Sheriff at the next Court of Common Pleas for Dauphin County conveying to the purchaser all the right, title, interest and claim which the said defendant has in and to the said property at the time of levying the same. ALTHOUGH NOT PART OF THE MINIMUM BID, PROPERTY SOLD FOR THE MINIMUM BID DOES NOT DISCHARGE DELINQUENT AND/OR OUTSTANDING TAXES AND THE PURCHASER WILL BE RESPONSIBLE FOR SAME. If above conditions be not complied with on the part of the Purchaser, the property will again be offered for sale by the Sheriff at THREE O'CLOCK P.M., on the same day. The said purchaser will be held liable for the deficiencies and additional cost of said sale.

Nicholas Chimienti, Jr. Sheriff of Dauphin County