



FAYETTE COUNTY OFFICE OF THE SHERIFF

James Custer

Sheriff

61 E MAIN ST

UNIONTOWN, PA 15401

PHONE (724) 430-1295 FAX (724) 430-4030

SHERIFF SALE REQUIREMENTS (REAL ESTATE)

- 1 ORIGINAL WRIT OF EXECUTION**
- 2 WRITTEN INSTRUCTIONS BY THE ATTORNEY INFORMING THE SHERIFF OF SERVICES NEEDED**
- 3 CURRENT ADDRESS(ES) OF OWNER(S) TO MAIL THE WRIT, LEVY, AND DESCRIPTION**
- 4 ADDRESS OF PROPERTY FOR SALE FOR POSTING OF HANDBILLS**
- 5 1 COPY OF THE NOTICE OF SALE (ADDITIONAL COPIES IF SHERIFF IS SERVING NOTICE OF SALE, 1 COPY FOR EACH DEFENDANT NEEDING SERVED PER ADDRESS)**
- 6 IF ANOTHER COUNTY IS TO BE DEPUTIZED A SEPARATE CHECK PAYABLE TO SAID COUNTY FOR THEIR SERVICE FEES**
- 7 2 ADVERTISING(SHORT) DESCRIPTIONS WITH CASE CAPTIONS**
- 8 1 FULL LEGAL DESCRIPTION**
- 9 COPY OF THE PA.R.C.P 3129.1 AFFIDAVIT**
- 10 ADVANCE FEE OF \$2000.00**

NOTE ALSO, THAT PA.R.C.P. 3129(a) FORBIDS THE SHERIFF FROM SELLING PROPERTY UNLESS EITHER THE SHERIFF OF THE PLAINTIFF SERVE THE NOTICE OF SAL IN ACCORDANCE WITH RULE 3129.2(c)(2) AFFIDAVIT PRIOR TO THE DATE OF SALE. ACCORDINGLY, FOR ALL REAL ESTATE EXECUTIONS, THE SHERIFF MUST RECEIVE FROM THE PLAINTIFF A COPY OF AN AFFIDAVIT WHICH DESCRIBES THE PLAINTIFF'S SERVICE OF THE NOTICE OF SALE IN THE MANNER REQUIRED UNDER PA.R.C.P 3129.1 IF THE PLAINTFF'S AFFIDAVIT IS NOT RECEIVED BY THE SHERIFF'S OFFICE FIVE(5) DAYS PRIOR TO THE DATE OF SALE, THE SHERIFF WILL STAY THE SALE GENERALLY AND RETURN THE WRIT TO THE PROTHONOTARY, UNLESS THE PLAINTIFF CONTINUES THE SALE TO A DATE CERTAIN IN ACCORDANCE WITH PA.R.C.P 3129.3

EVERYONE IS ALSO REMINDED THAT FOLLOWING THE SALE, THE PURCHASER MUST SUPPLY TO THE SHERIFF A REALTY TRANSFER TAX STATEMENT OF VALUE FOR THE PROPERTY BEING SOLD

A FULL COPY OF THE LEGAL DESCRIPTION MUST ALSO BE EMAILED IN WORD FORMAT TO rmurray@fayettepa.org WITH THE SUBJECT BEING NAME OF PROPERTY BEING SOLD

THERE WILL BE NO ASSIGNMENT OF BIDS. THE DEED WILL REFLECT THE ORIGINAL PLAINTIFF UNLESS A COURT ORDER DIRECTS THE SHERIFF TO DEED THE PROPERTY TO ANOTHER OWNER, OR THE ASSIGNMENT OF BID IS FILED WITH THE PROTHONOTARY PRIOR TO THE SHERIFF SALE.