

Documents Required for a Writ of Execution/Real Estate & Mortgage Foreclosure:

- A. **\$3,000.00 Deposit**
- B. Writ for each defendant/Occupant
- C. P.R.C.P. Rule Notice of Sale 3129.2 for Sheriff
- D. P.R.C.P. Rule Notice of Sale 3129.2 for each defendant
- E. P.R.C.P Rule Affidavit 3129.1 for Sheriff
- F. Electronic version of legal description e-mailed to sherifflegalinfo@lyco.org
- G. Short or Long Legal Description for each Defendant/Occupant
- H. Cover Letter with instructions for service

****ATTENTION ATTORNEYS: Legal Description MUST INCLUDE **tax parcel number(s)** and **docket number** if NOT included the Writ will be returned

Post Sale Requirements

- A. A successful third party bidder is required to pay a 25% deposit of purchase price and 2% poundage of the first \$250,000.00 and ½% on any amount over.
- B. The deposit must be paid to the Sheriff immediately after the conclusion of Sheriff's sales by the successful bidders on each property. Deposit can be paid with certified check or personal check made payable to the Sheriff of Lycoming County.
- C. The balance of the purchase price and poundage **must** be paid within ten (10) days of the sale without any further demand. In default, thereof, the property may be sold again at the risk of the defaulting bidder and in case any deficiency on such resale the defaulting bidder shall make good the same to any persons injured.
- D. The deposit paid by any bidder who fails to comply with the above conditions shall be forfeited. Bidders are responsible to research the title to the property being sold **prior** to sale.
- E. **Deeding Assignment-** The successful bidder must provide the name and address of the party to whom the property is to be conveyed to.
- F. (2) Reality Transfer of Value (completed and signed). Reality Transfer Tax Statement of Value located on our website <http://www.lyco.org/Elected-Officials/Sheriff/Real-Estate-Division>
- G. Registration forms may be required by the Register & Recorder's office when your deed is recorded. Please note that you must provide these forms to our office prior to deed being filed. More information can be found under "**Sheriff Sale Deed Requirements**" also on our Website.