



## SULLIVAN COUNTY SHERIFF'S OFFICE

245 MUNCY STREET  
PO BOX 157  
LAPORTE, PA. 18626

### SHERIFF SALE REQUIREMENTS

- A DEPOSIT OF \$1,500.00 IS NECESSARY FOR EVERY WRIT OF EXECUTION FILED IN SULLIVAN COUNTY.
- OUR OFFICE REQUIRES THE FOLLOWING PAPERWORK ALONG WITH THE \$1,500.00 DEPOSIT:
  - INSTRUCTION LETTER FROM THE ATTORNEY WITH THE NAME AND VALID ADDRESS OF THE PERSON(S) TO BE SERVED. ALSO, NOTE WHO WILL SERVE THE NOTICE ON THE LIEN HOLDERS.
  - PREACIPE FOR WRIT OF EXECUTION
  - WRIT OF EXECUTION (A COPY FOR EACH DEFENDANT TO BE SERVED, A COPY TO POST ON THE PROPERTY AND ONE FOR OUR FILE)
  - NOTICE OF SHERIFF'S SALE (A COPY FOR EACH DEFENDANT TO BE SERVED, A COPY TO POST ON THE PROPERTY AND ONE FOR OUR FILE). PLEASE MAKE SURE THE DATE/TIME ARE BLANK ON THIS SHEET.
  - LONG LEGAL LAND DESCRIPTION INCLUDING THE PARCEL NUMBER AND VALID ADDRESS.
  - **SHORT *or* LONG LEGAL DESCRIPTION FOR ADVERTISING – PLEASE SPECIFY YOUR PREFERENCE AND EMAIL A WORD FORMAT VERSION TO [JWILSON@SULLIVANCOUNTYPA.GOV](mailto:JWILSON@SULLIVANCOUNTYPA.GOV)**
  - AFFIDAVIT PURSUANT TO RULE 3129.1
  - 2 SELF ADDRESSED STAMPED ENVELOPES FOR PAPERWORK TO BE RETURNED (THE FIRST RETURN WILL BE AFTER THE DEPUTY SERVICE IS COMPLETE. THE SECOND RETURN WILL BE ONCE THE SALE IS FINISHED.)
- ALL DOCUMENTS MUST BE FILED IN OUR PROTHONOTARY'S OFFICE.
- ONCE OUR OFFICE RECEIVES THE PAPERWORK FROM THE PROTHONOTARY'S OFFICE, WE WILL SCHEDULE THE DATE AND TIME OF THE SHERIFF SALE. THIS IS TYPICALLY 90 DAYS FROM THE DATE RECEIVED. THE SALE DATE/TIME WILL BE ON THE RETURN YOU RECEIVE ONCE OUR DEPUTY HAS COMPLETED THE SERVICE.

### REQUEST FOR CONTINUANCE

- YOU MUST CONTACT THE SHERIFF'S OFFICE FOR AN APPROVED CONTINUANCE DATE.

Jared D Houck  
SHERIFF



Daniel Strailey  
CHIEF DEPUTY SHERIFF

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### **BIDDING PROCEDURES**

- THE SUCCESSFUL BIDDER IS REQUIRED TO PAY 10% DOWN THE DAY OF THE SALE. THEY MUST PAY THE REMAINING BALANCE 10 DAYS AFTER THE SALE. PAYMENTS MUST BE MADE BY CASH OR CHECK ONLY.
- WHEN SCHEDULED, SALES WILL BE HELD ON THE THIRD THURSDAY OF THE MONTH IN EITHER COURTROOM #1 OF THE COURTHOUSE OR THE HALLWAY ADJOINING COURTROOM #1.

*Questions regarding Sheriff's Sales can be emailed to [jwilson@sullivancountypa.gov](mailto:jwilson@sullivancountypa.gov)*