

ELK COUNTY SHERIFF SALES INFORMATION REQUIREMENTS & INSTRUCTIONS

A SALE DATE WILL NOT BE SET UNTIL ALL REQUIREMENTS ARE MET.

1. Advance of \$2,000.00 made payable to the Elk County Sheriff's Office.
 2. Four (4) 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.
- **Also, please email the legal description to harmagost@countyofelkpa.com. This will speed up the opening process and help to get a quicker sale date
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)

Once we set a sale date we will prepare the Notice of Sheriff Sale and mail it to your office along with the handbill, for your convenience.

After all services have been completed, a copy of the unsigned affidavit will be emailed to your office, along with a photo of the property and our Notice of Sheriff Sale.

*if no email is provided, these copies may not be sent

A list of local attorneys willing to appear on your behalf is attached. One week prior to the sale we will need to be notified as to who will appear. Please provide to the attorney the name and address you wish to appear on the deed. This information must be given to the Chief Deputy or Office Manager before the time of sale via email, fax or letter.

Email addresses & telephone numbers are as follows:

Theresa L. Merritt, Chief Deputy Sheriff – tmerritt@countyofelkpa.com
(Pre-sale Information & Questions) (814) 776-5353
Heather Armagost, Office Manager – harmagost@countyofelkpa.com
(Service/Post-sale Information & Questions) (814) 776-4608

If the bid is awarded to the plaintiff, approximately one week after the sale you will receive the Deed, Realty Transfer Tax Statement of Value Form, and if applicable, Lien Creditor's Receipt, to be signed and returned to the Sheriff's Office. You will also receive a copy of the Schedule of Distribution and a letter outlining the amount needed to be received and disbursed. The Deed, Realty Transfer Tax Statement of Value Form, Lien Creditor's Receipt, 2 copies of the Assignment or Mortgage as proof of who owned the property at the time of the sale, and the check for additional funds must be received by our office no later than **30** days from the date of the sale.

The fee for this preparation will remain \$100.00 and will be included in the Sheriff's Costs.

The Deed, Realty Transfer Tax Statement of Value Form, and Assignment/Mortgage will be filed within 40 days from the date of the sale, given the Schedule of Distribution is posted for 10 days and no exceptions have been filed.

Visit us on the web at www.co.elk.pa.us/sheriff

ELK COUNTY ATTORNEYS AVAILABLE FOR SHERIFF SALES

FERNAN GECI LAW OFFICE, P.C.

Karl E. Geci, Attorney
35 North Broad Street
Ridgway, PA 15853
(814) 776-6191

MEYER & WAGNER

115 Lafayette Street
St. Marys, PA 15857
(814) 781-3445

MARTIN, JAMES L.

21 South Broad Street
Ridgway, PA 15853
(814) 772-6003

PONTZER & PONTZER

David S. Pontzer, Esq.
220 Center Street
Ridgway, PA 15853
(814) 773-3108