

# THE COUNTY OF CHESTER



## OFFICE OF THE SHERIFF

201 W. Market Street, Suite 1201  
PO Box 2746 West Chester, PA 19382-0989

CAROLYN B. WELSH  
Sheriff

GEORGE P. MARCH  
Chief Deputy



## FILING REQUIREMENTS & FEES FOR REAL ESTATE SALES

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN THE DESCRIBED FORMATS:

1. One (1) copy of the **Writ of Execution** (Mortgage Foreclosure or Money Judgment). The back of the Writ must contain the information in the format outlined in paragraph 2 below.
2. Information and format required on back of Writ:

Case: #00-00000

Plaintiff: Bankers' Bank

v.

Defendant: John and Jane Doe

Address of Property\*: 123 Street Avenue  
West Chester, PA 19382

Tax Parcel\*\*: #00-0-000

Type of Writ: Writ of Execution  
(Mortgage Foreclosure) *or* (Money Judgment)

**\*Please Note:** If the property does not have a street address, you must submit a map highlighting the exact tax parcel or lot location.

3. Two (2) copies of a complete **Legal Description**. The Legal Description must be sufficient for recording the deed, so it must include the **short form parcel number\*\*** and a **complete and current recital** which clearly states the transfer from the prior owners to the current owners in default, along with any information regarding deceased, divorced, or otherwise divested owners if the owners listed on the mortgage are not all listed as defendants in the case. **Do not** forward any legal descriptions that are illegible or watermarked with "Unofficial Copy" or similar.

**\*\*Please Note:** The tax parcel number is required on the back of the Writ and on the Legal Description. Please use the **short form parcel number (ex: 48-1-138)** and not the long form parcel number (ex. 48000-01-13800) because the long form parcel number will not be accepted

by the Recorder of Deeds at the time the deed is filed. If you need the tax parcel number, contact the Tax Assessment Office at (610) 344-6105.

- Two (2) copies of the **Advertising Description** with the following information and format:

Sale # *leave blank*            Case # 00-00000            Debt: \$000,000.00

Plaintiff

v.

Defendant

Address of Property:        123 Street Avenue, West Chester, PA 19382

Legal Description:        *either a complete or abbreviated version is acceptable.*

Law Firm/Attorney:        Louise Lawyer, Esq.

Telephone number:        (610) 123-4567

- One (1) copy of the **Affidavit Pursuant to Pa.R.C.P. Rule 3129.1**.
- For Mortgage Foreclosures only, one (1) copy of the **Act 91 Certification**.
- For Money Judgments only, one (1) **Notice Pursuant to Pa.R.C.P. 3252** attached to the Writ of Execution, and one (1) copy of the **Act 91 Certification** stating that it does not apply.
- One (1) **Sheriff Service Form** for **each** type of service you are requesting that our Deputies perform. Only one service form is necessary to post the Handbill at the property up for sale. If you request that our Deputies serve the Notice of Sale, you may use one form to serve paperwork on a husband and wife at the same address, but otherwise each separate address and each separate party to be served requires a separate form. Please include sufficient copies of the Notice of Sale when requesting such service.  
For any service pursuant to a posting Order or other Court Order, please include a copy of the Order.  
For any service to be made in Pennsylvania outside of Chester County, please include a Chester County Sheriff's Service Form along with a check in the proper amount made payable to the foreign Sheriff's Office (please call the foreign Sheriff's Office to request the applicable fee information).

**Please Note:** The Sheriff Service Forms are carbonized. They are not available online, but are available in the Sheriff's Office. In the alternative, send us a large self-addressed postage-paid envelope and we will send you a supply of blank forms. The forms have been updated so any forms dated prior to 9/2014 will not be accepted.

- One (1) **self-addressed postage-paid envelope per Sheriff's Service Form submitted**. We will send your completed service affidavits to you in these envelopes. Since service affidavits in any particular case are not all completed at the same time, an envelope for each form is necessary so we can send the completed service affidavits to you as soon as possible.

10. All applicable **proofs of service of the Notice of Sale** upon lienholders and defendants, if you have not requested that we serve the Notice of Sale upon defendants. These proofs of service must be received by the Sheriff's Office prior to the sale and said service must meet the requirements of Pa.R.C.P. 3129.2.
11. If applicable, one (1) copy of the **Court Order dismissing any bankruptcy proceeding** involving the defendant's property. Printouts of PACER docket entries are not sufficient.
12. If applicable, any **announcements to be made at the time of sale**. These must be submitted **in writing** to the Sheriff's Office **no later than 10:30 a.m. on the sale date**. Attending attorneys or representatives must make the announcement at the time the property is announced for sale; the Sheriff's Office does not make announcements on behalf of any party or representative.

**PLEASE SUBMIT THE PROPER FEE PURSUANT TO THE FOLLOWING SCHEDULE:**

The filing fee for Real Estate Sales is based upon the length of the legal description because a longer legal description will increase both advertising and deed recording costs. This is an escrow fee and at the end of the sale process, any remainder will be refunded once all applicable costs are calculated and paid. All checks must be made payable to "Chester County Sheriff's Office".

1. One-page legal description: \$2,000.00
2. Two- or three-page legal description: \$4,000.00
3. Four- or five-page legal description: \$6,000.00

**Please Note:** If the Legal Description exceeds five pages, or the sale is for an unusually large number of lots or parcels (for example, an entire development up for sale), please call the Real Estate Division in advance of filing the paperwork and we will provide an escrow fee estimate for the particular case.

**ALL SALES ARE HELD ON THE THIRD THURSDAY OF THE MONTH, JANUARY THROUGH NOVEMBER. THERE ARE NO SALES IN DECEMBER. ALL SALES BEGIN AT 11:00 A.M. IN ROOM 3300 ON THE THIRD FLOOR OF THE CHESTER COUNTY JUSTICE CENTER.**

**Real Estate Division Contact Information:**

Phone: (610) 344-6859

Phone: (610) 344-5363

Fax: (610) 344-5345

Email: [sheriffsales@chesco.org](mailto:sheriffsales@chesco.org)