

# THE COUNTY OF CHESTER



## OFFICE OF THE SHERIFF

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

FREDDA L. MADDOX  
Sheriff

KEVIN D. DYKES  
Chief Deputy



### **RECORDING INSTRUCTIONS FOR THIRD PARTY PURCHASER DEEDS**

**PLEASE SUBMIT THE FOLLOWING NO LATER THAN 21 DAYS AFTER THE SALE:**

1. Two (2) copies of the completed **Realty Transfer Tax Statement of Value Form**. Incomplete forms cannot be accepted. Instructions are on the back of the form, which can be obtained through our website's link to the PA Department of Revenue's website.

**Please Note:** The tax parcel number is required. Please use the **short form parcel number** (ex: 48-1-138) and not the long form parcel number (ex. 48000-01-13800) as the long form parcel number will not be accepted by the Recorder of Deeds. If you need the tax parcel number and/or the **County Assessed Value** to complete the form, contact the Tax Assessment Office at (610) 344-6105. If you need the **Common Level Ratio Factor** to complete the form, use our website's link to the PA Department of Revenue's website.

2. Two (2) **self-addressed postage-paid envelopes**. One will be used to mail to you a copy of the Schedule of Distribution. The other will be used by the Recorder of Deeds to mail to you the original recorded deed.
3. **The remaining balance of the purchase price**, by certified check or money order and made payable to "Chester County Sheriff's Office".

**Please Note:** Paying in advance of the 21-day deadline does not speed up the deeding process due to the legal requirements for the Schedule of Distribution.

**The Schedule of Distribution will be posted in the Sheriff's Office and mailed to you thirty (30) days after the sale. The Schedule of Distribution must be displayed for ten (10) days before the deed is sent for recording.** We make every effort to send deeds for recording within 45-60 days after the sale. Your deed may be delayed if exceptions to the Schedule of Distribution are filed with the Court.

The Recorder of Deeds Office will send you an original copy of the deed once it is archived, which can take several weeks. However, a printable image of your deed is available online through The Recorder of Deeds' website within 24-48 hours after it is recorded.

#### **Real Estate Division Contact Information:**

Phone: (610) 344-6859

Fax: (610) 344-5345

Phone: (610) 344-5363

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