

Our filing requirements for Sheriff Sales have changed so please read this carefully.

The Real Estate Division of the Montgomery County Sheriff's Office requires the following when filing documents for a sheriff sale.

Case deposit Mortgage Foreclosure is \$3,520.00.* Case deposit Money Judgment is \$4,520.00.*

*Includes the mandatory non-refundable, non-negotiable PA Act 71 surcharge of \$20.00.

Your pre-sale writ packet should include the following:

One copy of the Sealed Writ of Execution with long legal description attached.

One copy of the Certificate to the Sheriff

One copy of the Affidavit 3129.1

One copy of the Act 91 form

One copy of the Sheriff Sale handbill with the long legal description **

One copy of the Notice of Sale with an Order for Service, per defendant, ***only*** if you are asking us to provide this service.

(Sheriff Sale posters are automatically hung at each property and do not require an Order for Service.)

When alternative service is required by Court Order Posting please provide a copy of the signed court order and an Order for Service.

****Each Handbill and legal description must be submitted as a separate Word Document and emailed to SheriffRealEstateDivision@montcopa.org**

All completed affidavits of service/proof of service should be filed with the Prothonotary's office and an email confirming filing sent to RealEstateTeamMCSO@montcopa.org indicating the case number/s prior to the week of the sale.

Post Sale deeding instructions and invoice payments should be mailed to the Sheriff's Office
Attn: Real Estate Division.

Thank you for your cooperation.

The Real Estate Division of the Montgomery County Sheriff's Office

610-278-3331

Updated 1-18-19