

**WESTMORELAND COUNTY, PA**  
**2012**  
**SHERIFF SALES OF REAL ESTATE**

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**JANUARY TERM 2012 AT 9:00 A.M.**

Sale.....**JANUARY 3, 2012 (TUESDAY)**  
Last Day to File Praecipe for Writ with the Prothonotary.....**SEPTEMBER 16, 2011**  
Last Day for Sheriff to receive Writs.....**SEPTEMBER 23, 2011**

**MARCH TERM 2012 AT 9:00 A.M.**

Sale.....**MARCH 5, 2012**  
Last Day to File Praecipe for Writ with the Prothonotary.....**NOVEMBER 14, 2011**  
Last Day for Sheriff to receive Writs.....**NOVEMBER 23, 2011**

**MAY TERM 2012 AT 9:00 A.M.**

Sale.....**MAY 7, 2012**  
Last Day to File Praecipe for Writ with the Prothonotary.....**JANUARY 20, 2012**  
Last Day for Sheriff to receive Writs.....**JANUARY 27, 2012**

**JULY TERM 2012 AT 9:00 A.M.**

Sale.....**JULY 2, 2012**  
Last Day to File Praecipe for Writ with the Prothonotary.....**MARCH 16, 2012**  
Last Day for Sheriff to receive Writs.....**MARCH 23, 2012**

**SEPTEMBER TERM 2012 AT 9:00 A.M.**

Sale.....**SEPTEMBER 4, 2012 (TUESDAY)**  
Last Day to File Praecipe for Writ with the Prothonotary.....**MAY 18, 2012**  
Last Day for Sheriff to receive Writs.....**MAY 25, 2012**

**NOVEMBER TERM 2012 AT 9:00 A.M.**

Sale.....**NOVEMBER 13, 2012 (TUESDAY)**  
Last Day to File Praecipe for Writ with the Prothonotary.....**JULY 20, 2012**  
Last Day for Sheriff to receive Writs.....**JULY 27, 2012**

SUBJECT TO CHANGE BY ORDER OF COURT

WESTMORELAND COUNTY

2012

**NON-ADVERTISED/POSTPONEMENT  
DATES**

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**FEBRUARY 6, 2012 AT 9:00 AM**

**APRIL 2, 2012 AT 9:00 AM**

**JUNE 4, 2012 AT 9:00 AM**

**AUGUST 6, 2012 AT 9:00 AM**

**OCTOBER 1, 2012 AT 9:00 AM**

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***NO SALE SCHEDULED FOR THE MONTH OF  
DECEMBER***

**REAL ESTATE SALES – WESTMORELAND COUNTY**

FIRST: ORIGINAL & THREE (3) copies of **SHORT DESCRIPTION** (form attached pg. 4) for HANDBILLS and PUBLISHED NOTICE

SECOND: ORIGINAL & ONE (1) copy of **LONG DESCRIPTION** (format attached pg. 5) for SHERIFF'S DEED

THIRD: A COPY of the **AFFIDAVIT PURSUANT TO RULE 3129.1** shall be delivered to the Sheriff with the information of the name and last known address of the owner(s), reputed owner(s) and Defendant in the Judgment, together with any other person(s) having any record interest, record lien of the property, and any other person(s) having any interest in the property which may be affected by the sale: together with a COPY of the ACT 91 AFFIDAVIT, if applicable. **PLEASE FILE ORIGINAL AFFIDAVITS IN THE PROTHONOTARY'S OFFICE.**

FOURTH: The ORIGINAL **WRIT OF EXECUTION**

FIFTH: (IF REQUESTED) Copy or copies of the proper NOTICES to be served on the owner(s), reputed owner(s) and Defendant(s) together with a copy or copies of proper NOTICES to be served on any other person(s) having any record interest, record lien on the property, and any other person(s) having any interest in the property which may be affected by the sale. If Writ of Execution is to be served together with other notices, copies must be furnished along with INSTRUCTION SHEET(S), as required for service of a complaint or Writ of Summons. Instruction SHEET(S) as provided by the Sheriff must indicate what papers are to be served or posted and the manner in which service is to be made. Please include a self addressed stamped envelope to mail you a copy of your affidavit of service.

**NOTE: DUE TO THE IMPLEMENTATION OF A NEW FINANCIAL SYSTEM IN THE SHERIFF'S OFFICE WE WILL NOW BE ISSUING CHECKS FOR DEPUTIZED SERVICE OF REAL ESTATE NOTICES. YOU WILL NO LONGER HAVE TO INCLUDE A CHECK FOR DEPUTIZED SERVICE, HOWEVER; IT WILL BE UP TO YOUR FIRM TO CONTACT THE DEPUTIZED COUNTY FOR THE SERVICE FEES. PLEASE INCLUDE THE FEE INFORMATION AND PAYEE WITH YOUR REAL ESTATE FILING. THE COST OF SERVICE WILL THEN BE INVOICED FROM YOUR \$1500.00 ADVANCE PAYMENT.**

SIXTH: An INSTRUCTION SHEET for POSTING the **HANDBILL** must give the exact location of the property that is being sold. Please include an additional self-addressed stamped envelope if you wish to be notified of the date of the handbill posting.

SEVENTH: **LOCATION OF SALE:** COMMISSIONERS MEETING ROOMS, WESTMORELAND COUNTY COURTHOUSE, 2 NORTH MAIN STREET, GREENSBURG, PA 15601

EIGHTH: **ADVANCE COSTS \$1500.00**

NINTH: **THREE (3) SELF ADDRESSED STAMPED ENVELOPES**

**NOTE: IF PLAINTIFF IS SERVING THE NOTICE OF SALE, A COPY OF THE AFFIDAVIT(S) MUST BE FILED IN THE SHERIFF'S OFFICE **NO LATER THAN 15 DAYS PRIOR TO SALE DATE. AFFIDAVITS MUST HAVE THE SALE DATE ON THE COVER SHEET.** PLEASE FILE YOUR ORIGINAL AFFIDAVITS WITH THE PROTHONOTARY'S OFFICE.**

\*\*\*ALL REAL ESTATE SALE EXECUTIONS **MUST CONFORM** TO ALL OF THE ABOVE GUIDELINES, OTHERWISE THEY WILL BE RETURNED TO THE ATTORNEY  
**THIS IS A SAMPLE ONLY --- USE FORM ON PAGE 5**

REAL PROPERTY SHORT DESCRIPTION FORM

TO THE SHERIFF OF WESTMORELAND COUNTY:

KINDLY PREPARE THE HANDBILLS AND PUBLISHED NOTICES BASED ON THE FOLLOWING INFORMATION:  
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PROPERTY OF: NAME(S) OF OWNER(S) WHOSE PROPERTY IS BEING SOLD

EXECUTION NO. \_\_\_\_\_ OF 20 \_\_\_\_\_ JUDGEMENT AMT. \_\_\_\_\_

ATTY: (NAME, ADDRESS AND PHONE NUMBER)

ALL the right, title, and interest and claim of: (NAME(S) OF THE DEFENDANT(S) WHOSE PROPERTY IS BEING SOLD)

of in and to:

MUNICIPALITY: Unity Twp.

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ADDRESS: 123 LOCUST LANE, WHITNEY, PA

\*\*\*\*\*

PLAN OF LOTS/LOT#: HARRISON BAKER PLAN OF LOTS, LOT #12

\*\*\*\*\*

IMPROVEMENTS: A RESIDENTIAL DWELLING

\*\*\*\*\*

DEED BOOK VOL., PG.#: DBV 9302, PG. 70 (or) DEED INSTRUMENT

\*\*\*\*\* #20016015003268

TAX MAP# \_\_\_\_\_

\*\*\*\*\*

\*\*\*NOTICE: THIS IS A SHERIFF'S OFFICE FORM & NOT INTENDED FOR USE AS AN ATTACHMENT TO ANY OTHER DOCUMENT. THE CONTENT OF THIS DOCUMENT MAY BE AMENDED DURING PROCESSING IN THE SHERIFF'S OFFICE.

\_\_\_\_\_  
ATTORNEY FOR PLAINTIFF

DATE: \_\_\_\_\_

**\*\*PRINTER PLEASE PUBLISH AREA BETWEEN ASTERISKS ONLY EXCLUDING WORDS UNDERLINED WITH ASTERISKS**

(SUBMIT THIS COMPLETED FORM)

**REAL PROPERTY SHORT DESCRIPTION FORM**

**TO THE SHERIFF OF WESTMORELAND COUNTY:**

**KINDLY PREPARE THE HANDBILLS AND PUBLISHED NOTICE BASED ON THE FOLLOWING INFORMATION:**

**PROPERTY OF:** \_\_\_\_\_

**EXECUTION NO.** \_\_\_\_\_ **of 20** \_\_\_\_\_ **JUDGMENT AMT.:** \_\_\_\_\_

**ATTY:** \_\_\_\_\_

**ALL the right, title, interest and claim of:** \_\_\_\_\_

**of in and to:**

**MUNICIPALITY:** \_\_\_\_\_

\*\*\*\*\*

**ADDRESS:** \_\_\_\_\_

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**PLAN OF LOTS/LOT #:** \_\_\_\_\_

\*\*\*\*\*

**ACREAGE:** \_\_\_\_\_

\*\*\*\*\*

**IMPROVEMENTS:** \_\_\_\_\_

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**DBV** \_\_\_\_\_ **PG#** \_\_\_\_\_ **(or) DEED INSTRUMENT#:** \_\_\_\_\_

**TAX MAP#** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ATTORNEY FOR PLAINTIFF**

**\*\*\*NOTICE:** THIS IS A SHERIFF'S OFFICE FORM & NOT INTENDED FOR USE AS AN ATTACHMENT TO ANY OTHER DOCUMENT. THE CONTENT OF THIS DOCUMENT MAY BE AMENDED DURING PROCESSING IN THE SHERIFF'S OFFICE.

**\*\*\*NOTICE TO PRINTER:** PLEASE PUBLISH AREA BETWEEN ASTERISKS ONLY AND EXCLUDE WORDS UNDERLINED WITH ASTERISKS.

\*\*\*NOTICE: THIS IS A SHERIFF'S OFFICE FORM & NOT INTENDED FOR USE AS AN ATTACHMENT TO ANY OTHER DOCUMENT. THE CONTENT OF THIS DOCUMENT MAY BE AMENDED DURING PROCESSING IN THE SHERIFF'S OFFICE.

**LONG DESCRIPTION FORMAT**

TO THE SHERIFF OF WESTMORELAND COUNTY:

KINDLY PREPARE A SHERIFF'S DEED BASED ON THE FOLLOWING INFORMATION:

EXECUTION NO. \_\_\_\_\_ of 20 \_\_\_\_\_

ALL the right, title, interest and claim of: (Defendant(s) whose interest is being sold (can be less than but not more than the Defendant(s) as it appears on the writ)

\_\_\_\_\_ of, in and to:

*(Insert LONG DESCRIPTION of Real Estate)*

*(List improvements, if any)*

*(Insert Recital)*

PROPERTY TAX MAP NO. \_\_\_\_\_

\_\_\_\_\_  
Attorney for Plaintiff

Date: \_\_\_\_\_

NOTE: The LONG description must be a "CLEAN" document – free of any additional markings. NO PHOTOCOPIES OR FAXES!

## **CONDITIONS OF SALE**

ALL SUCCESSFUL BIDDERS SHALL PAY TEN PERCENT (10%) OF THE BID IN CASH, CERTIFIED CHECK OR CASHIERS CHECK MADE PAYABLE TO THE "SHERIFF OF WESTMORELAND COUNTY" AT THE TIME OF SALE, AND THE BALANCE ON OR BEFORE (date certain supplied by Sheriff, WHICH IS 10 DAYS FROM SALE DATE) AT 11:00 A.M., AT WHICH TIME THE PROPERTY WILL BE RESOLD IF THE BALANCE IS NOT PAID; AND IN SUCH CASE, ALL MONIES PAID IN AT ORIGINAL SALE SHALL BE APPLIED TO ANY DEFICIENCY IN THE PRICE AT WHICH PROPERTY IS RESOLD.

HOWEVER, IF THE SALE HAS BEEN PREVIOUSLY ADJOURNED TO THIS DATE, THE SUCCESSFUL BIDDER SHALL PAY THE FULL AMOUNT OF THE BID AT THE TIME OF SALE.

IN ALL CASES, IF THE SUCCESSFUL BIDDER IS THE PLAINTIFF IN THE WRIT OF EXECUTION, THEN THE ENTIRE AMOUNT OF THE BID SHALL BE PAID IN TEN (10) DAYS.

IF PLAINTIFF FAILS TO PAY THE PURCHASE MONEY, THE SHERIFF MAY RETURN THE WRIT "REAL ESTATE UNSOLD" STATING IN THE RETURN THAT THE SALE WAS HELD PURSUANT TO THE WRIT, AND THAT THE PLAINTIFF WAS THE SUCCESSFUL BIDDER AT THE SALE AND THAT THE PLAINTIFF FAILED TO PAY THE BID AND COMPLETE THE SALE AND THE PLAINTIFF SHALL THEREUPON FORFEIT ALL MONEYS ADVANCED BY HIM, WHICH MONEYS SHALL BE APPLIED BY THE SHERIFF FIRST TO COSTS ON THE WRIT AND SECOND TO LIENS IN ORDER OF THEIR PRIORITY.

IN ADDITION TO THE PRICE, ALL SUCCESSFUL BIDDERS ARE BOUND AND REQUIRED TO PAY THE COUNTY REALTY TRANSFER TAX, WHICH IS REQUIRED FOR THE PURPOSE OF RECORDING THE DEEDS.

HOWEVER, PURSUANT TO 72 P.S. 8101-C, ET SEQ., THE 1% PENNSYLVANIA REALTY TRANSFER TAX WILL BE PAID BY THE SHERIFF OUT OF THE PROCEEDS OF THE SALE. PURCHASERS MUST RECORD THEIR OWN DEEDS AND PAY THE NECESSARY RECORDING FEES.

PURSUANT TO PA R.C.P., RULE 3136, NOTICE IS HEREBY GIVEN THAT A SCHEDULE OF DISTRIBUTION WILL BE FILED BY THE SHERIFF NOT LATER THAN THIRTY (30) DAYS FROM THE DATE OF THE SALE AND THAT DISTRIBUTION WILL BE MADE IN ACCORDANCE WITH THE SCHEDULE UNLESS EXCEPTIONS ARE FILED THERETO, WITHIN TEN (10) DAYS THEREAFTER.

NO FURTHER NOTICE OF THE FILING OF THE SCHEDULE OF DISTRIBUTION IS REQUIRED.

# **NOTICE**

**The Sheriff as required by Section 14 of Act No. 77 of 1986, will deduct the cost of Pennsylvania Documentary Stamps from the proceeds of the sale, when applicable.**

**Please be prepared to include this amount in your bid, as it will be paid prior to any proceeds being distributed. Local transfer tax stamps, if any, must be purchased and affixed by successful bidders.**

**SHERIFF OF WESTMORELAND COUNTY**

**NOTICE**

FROM: THE PROTHONOTARY'S OFFICE OF WESTMORELAND COUNTY

**If you are filing your Praecipe by mail please be aware that the Prothonotary's Office procedure is to prepare your writ and return it to you. It will be YOUR responsibility to get it to the Sheriff's Office before their deadline.**

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**MORTGAGE FORECLOSURE:**

**When filing a Praecipe for Writ of Execution MORTGAGE FORECLOSURE** the Prothonotary's Office will need the following:

- 1) Praecipe for Writ of Execution **MORTGAGE FORECLOSURE**
- 2) Two Property Descriptions
- 3) Filing Fee of \$30.00

--OR--

**TO REISSUE A WRIT OF EXECUTION** – IF A WRIT HAS BEEN PREVIOUSLY ISSUED IT MAY BE REISSUED BY FILING A “*PRAECIPE TO REISSUE WRIT OF EXECUTION*”. THERE IS NO FEE

**NOTE: ORIGINAL WRIT MUST BE IN THE PROTHONOTARY'S POSSESSION AT THE TIME OF REISSUANCE**

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**MONEY JUDGMENT:**

**When filing a Praecipe for Writ of Execution MONEY JUDGMENT** the Prothonotary's Office will need the following:

- 1) Praecipe for Writ of Execution **MONEY JUDGMENT**
- 2) Two – Writ of Execution Notices
- 3) Two – Claim for Exemptions
- 4) Two – Major Exemptions Under Pennsylvania Federal Law
- 5) Filing fee of \$30.00

-- OR --

**TO REISSUE A WRIT OF EXECUTION** – IF A WRIT HAS BEEN PREVIOUSLY ISSUED IT MAY BE REISSUED BY FILING A “*PRAECIPE TO REISSUE WRIT OF EXECUTION*” ALONG WITH ITEMS #2, #3, & #4 LISTED ABOVE. THERE IS NO FEE

**NOTE: ORIGINAL WRIT MUST BE IN THE PROTHONOTARY'S POSSESSION AT THE TIME OF REISSUANCE**

**IF ANY QUESTIONS PLEASE CALL PROTHONOTARY'S OFFICE (724) 830-3502**