

***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.

A case deposit of \$3,500.00 for a Mortgage Foreclosure. A case deposit of \$4,500.00 for a Money Judgment.

*Your 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 attached\*\*

**\*\*Each Handbill and legal description must be submitted as a separate Word Document, for advertising purposes, and emailed to [SheriffRealEstateDivision@montcopa.org](mailto:SheriffRealEstateDivision@montcopa.org)**

One copy of the Notice of Sale with an Order for Service, per defendant, ***only*** if you are asking us to provide this service. If you are using a process server it is not necessary to send us these forms.

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

When alternative service is required please provide a copy of the signed court order and an Order for Service form with the Notice of Sale.

**All completed affidavits of service must be filed with the Prothonotary's office. An email confirming filing should also be sent to [RealEstateTeamMCSO@montcopa.org](mailto:RealEstateTeamMCSO@montcopa.org) indicating the case number/s prior to the week of the sale.**

For your convenience all forms are available on our website.

Post Sale deeding instructions and invoice payments should be mailed to the Sheriff's Office

**Attn: Real Estate Division**

**P.O. Box 311**

**Norristown, PA 19404**

Thank you for your cooperation.

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

610-278-3331

Updated 7-26-2021