

Berks County Sheriff's Office

Sheriff Eric J. Weaknecht

CHECKLIST FOR REAL ESTATE SALES

- **PLEASE NOTE:** All Sheriff Sales will be held in the 2nd floor auditorium located on the 2nd floor of the Services Center, 633 Court Street, Reading, Berks County, PA 19601 at 10am
- The required deposit is \$2,500.00
- 1 order for service form for each defendant and one for the posting of the property.
- Enclosed is a copy of a legal description. Please take notice of the way the legal description is set-up. List the Prothonotary number, the judgment amount and the Attorney's name in the heading. The phrase, "To be sold as the property of...." Is also required at the bottom of the legal description. We require that the legal be e-mailed to us at RealEstate@countyofberks.com
- 1 notice per defendant.
- We require the rule 3129.1 affidavit
- We require that service of lienholders be made by the plaintiff and that proof of service of lienholders be filed prior to the sale.

DUE TO THE INCREASE IN FORECLOSURES, WE WILL RETURN PACKAGES THAT DO NOT COMPLY WITH THE REQUIREMENTS STATED ABOVE.

Jennifer De Frees, Real Estate Administrator: 610-478-6240 x3211
Rebecca Oxenreider, Assistant Real Estate Administrator: 610-478-6240 x3210

Case Number: 01-1234
Judgment Amount: \$56,418.78
Attorney: Jane L Doe, Esquire

ALL that certain three story brick, stone front house and lot or piece of ground situate on the East side of North Second Street, No. 821B, between Douglass and Windsor Streets, in the City of Reading, County of Berks and State of Pennsylvania, bounded and described as follows, to wit:

ON the North by property now or late of Janet Doe, on the East by a five feet 5') wide alley, on the South by property now or late of Robert W. Yoder, and on the West by said North Second Street.

CONTAINING in front on said North Second Street fifteen feet eight inches 15'8") and in depth one hundred seventeen feet six inches 117'6").

TOGETHER with the use of the joint alley on the South in common with the owners and occupiers of the property on the South.

BEING the same premises which Marge Doe, by her Agent, Diane Doe, by Deed dated March 14, 2005 and recorded in the Office of the Recorder of Deeds of Berks County of July 15, 2005 in Deed Book Volume 4627, Page 2012 granted and conveyed to Jonathan Doe.

TO BE SOLD AS PROPERTY OF: Jonathan Doe