

What's next...after buying a sheriff sale property as a third party bidder?

Necessary Steps to take:

1. **Follow** all post sale instructions required by Bid4Assets.
2. **Pay** remainder of purchase price within 11 days of the Sheriff sale.
3. **Provide your deeding/vesting instructions** to Bid4Assets by the deadline.
4. **Complete, Sign and Date** TWO Pennsylvania Department of Revenue "Realty Transfer Tax Statement of Value" forms. These forms must include the "Sheriff Number" in the space above "Grantee(s)/Lessee(s)"
5. Mail these two forms along with a 6x9 self-addressed stamped envelope to:

Monroe County Sheriff's Office – Real Estate Division
610 Monroe Street
Stroudsburg, PA 18360

"Schedule of Distribution" = Distribution of funds

Within 21 days after the sale the Sheriff's Office will file with the Prothonotary's Office a "Schedule of Distribution".

The schedule of distribution directs how the money paid for a property will be disbursed. The Monroe County Sheriff's Office follows the PA Rules of Civil Procedure when determining these payments, which are made in priority order.

The schedule of distribution is filed in the Prothonotary and made part of the case docket 10 full days prior to recording the deed. It is also available for viewing in the Sheriff's Office for a period of 10 full days prior to recording the deed. Unless exceptions are filed to the schedule on or before the 10th day, distribution will be made in accordance with the proposed schedule. The Sheriff's Office will distribute all funds upon the receipt of the recorded deed.

Facts to remember:

1. The Sheriff's Office does not have keys to the property.
2. You may be responsible for additional liens.
3. Each purchase is unique so situations and issues will vary from case to case.
4. The Sheriff's deed is the last step of the process. Once the deed is recorded it will be mailed to you in the 6x9 self-addressed stamped envelope you provided. Deeds are mailed approximately 45-60 days after sale. The 6x9 envelope is required for timely receipt of your deed.

This document is provided by the Real Estate Division of the Monroe County Sheriff's Office as an informational tool. Its contents should not be interpreted as legal advice. All interested parties are advised to retain independent legal counsel.