

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. **Complete the Deed Wizard** in Bid4Assets within 7 days of the close of the auction.
4. **Print and sign deeding instruction form. Sign in to your Bid4assets account to complete the form.** The form will be available 7 days after the auction closes. The form must be signed and emailed to the Sheriff's Office at real.estate.division@monroecountypa.gov within three (3) days.

Please make sure all deeding information is correct. This information is used to prepare the deed and tells us where it is to be mailed when completed. This document **must be signed. Any delay in sending this form could result in a delay in recording your deed.*

"Schedule of Distribution" = Distribution of funds

Not later than 30 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 at the address you provided on the signed deed instruction form. Deeds are mailed approximately 60 days after sale.

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.