

## **Important Points to Remember:**

- The Sheriff's Office highly recommends that you seek the advice of an attorney to review the pros and cons of a Sheriff's Sale purchase.
- The Sheriff's Office does not guarantee clear title to any property being sold.
- The winning bidder may be responsible for additional liens; your due diligence is required.
- The winning bidder will be responsible for the eviction and/or ejectment process. Seek legal advice for all matters related to the eviction process.
- The Sheriff's Office and Bid4Assets do not have any keys to the properties nor the right to provide access to properties.
- Prospective bidders cannot inspect the interior of any property listed for sale.
- The Sheriff's Office complies with the Pennsylvania Rules of Civil Procedure.
- The sales are open to the public with an online format and registration is required.
- Sales are typically scheduled for the 3<sup>rd</sup> Wednesday of every month at 11:00 am for every month except December.
- Deeding instruction packets for properties sold to the plaintiff must include:
  - ✓ A cover letter from the law firm stating the Plaintiff's vesting instructions.
  - ✓ Two completed Realty Transfer Tax Statement of Value Forms with the original signatures on both.
  - ✓ One copy of the completed mortgage and assignment mortgage.
  - ✓ Two self-addressed stamped envelopes for the return of the deed.
  - ✓ Open invoices must be paid prior to the recording of the deed.
  - ✓ Case refunds will be mailed with the cost sheet after the deed has been recorded.
  - ✓ Proper recording fees are required along with a completed deed and Sheriff's return.

Bid4Assets website can be accessed on mobile devices and tablets.

**Terms and conditions are subject to change by the Sheriff and Bid4Assets.**

**“When any of the conditions or provisions for Sheriff Sales by auction conflict with any of the Pennsylvania Rules of Civil Procedure or Pennsylvania statutory law, then the Pennsylvania Rules of Civil Procedure and the Pennsylvania statutory law shall override the stated conditions and procedures.”**

**Pike County Sheriff's Office**  
**Sheriff Kerry Welsh**  
**Chief Deputy Jason Cameron**

**412 Broad Street, Ste. 5**  
**Milford, Pa 18337**  
**(570) 296-6459**

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**Sheriff's Office Real Estate Office**  
**Assignment of Bid**

**Docket #**\_\_\_\_\_ **File #**\_\_\_\_\_

**Sheriff's Sale Property**\_\_\_\_\_

**I, \_\_\_\_\_, Successful Bidder from Sheriff's**  
**sale conducted on \_\_\_\_\_, relinquish all interest and**  
**claims to Docket No. \_\_\_\_\_ and Property address sold at Sheriff**  
**Sale and assigns all claim, interest and right to the assignee below.**

**Assigned to:**

**Name/Business:**\_\_\_\_\_ **Phone:**\_\_\_\_\_

**Address:**\_\_\_\_\_ **City:**\_\_\_\_\_ **State:**\_\_\_\_\_

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

**Signature of Successful Bidder:**\_\_\_\_\_

**Signature of Assignee:**\_\_\_\_\_

## **Pike County Sheriff's Office Conditions of Real Estate Sale**

- **All properties are sold “AS IS,” with no expressed or implied warranties or guarantees whatsoever. The Sheriff and Bid4Assets shall not be liable for any loss or damage to the premises sold resulting from any cause whatsoever. In anticipation of participating in the Auction and purchasing a property, the bidder assumes all responsibility for due diligence. It is the responsibility of the bidder to investigate any and all liens, encumbrances and/or mortgages held against the property which may not be satisfied by the post-sale Schedule of Proposed Distribution.**
- **Prospective bidder must complete the Bid4Assets on-line registration process to participate in the auction. All bidders must submit a \$500.00 deposit (plus a \$35.00 processing fee) to Bid4Assets before the start of the auction, this single deposit will be associated with a particular auction date and allows a bidder to bid on all auctions that close on that particular date. The successful bidder shall pay any deficiencies between the deposit and 10% of the final sale price plus a 1.5% buyer's premium on the final sale price by 4pm ET on the first business day after the auction. The successful bidder shall pay the exact amount of the remaining balance, (balance owed after 10% is paid), within 10 business days of the sale. If the payment date falls on a federal holiday, payment deadline shall be the close of business day on the first business day after that. Payments shall be made to Bid4Assets. If the successful bidder does not satisfy any payment deadlines, all monies shall be forfeited, and the sheriff reserves the right to sell property to the next highest bidder.**
- **The purchaser is responsible for all unpaid real estate taxes and municipal liens. The sheriff is not responsible for any unpaid taxes or liens except those included in the Schedule of Distribution.**

- **Upon the failure to comply with these conditions of sale, any money paid on account shall be forfeited.**
- **Neither the sheriff nor Bid4Assets shall be liable for loss or damage to the premises sold resulting from any cause whatsoever and makes no representation or warranty regarding the condition of the premises.**
- **The Realty Transfer Tax Statement of Value forms shall be prepared by the purchaser and returned to the Sheriff's office within ten (10) days from the date of the sale.**
- **The bidding will begin at 11:00 am on the day of the sale and end at 2:00 pm on the same day. The end time may change due to continued bidding.**
- **All bidding shall be in increments of \$500.00(Five Hundred and 00/100 dollars).**
- **The winning bidder shall comply with the post-sale instructions required by the Sheriff's Office and Bid4Assets. The winning bidder shall be responsible for the cost and preparing the deed and such other costs that are imposed by law.**
- **The plaintiff, at the discretion of the Sheriff's office, can at any time cancel the sale prior to the auction for any reason that may arise.**
- **Poundage will be paid on the final sale price.**
- **In the event of a default by the highest bidder, the next highest bidder may be notified by Bid4Assets. The Sheriff may choose at their discretion to settle with the next highest bidder who has complied with all the Conditions of Sale.**
- **The sheriff's office recommends that you seek the advice of an attorney to review the pros and cons of a Sheriff Sale purchase.**
- **The sheriff's office does not guarantee clear title of any property being sold.**
- **The final bid price does not include poundage. Poundage will be deducted from the sale of the proceeds at the rate of 2% (two percent) of the first \$250,000.00 and 0.5% of the remaining amount.**

**Third party purchasers:**

- Follow all post sale instructions required by Bid4Assets.
- Shall pay remainder of purchase price within 10 business days of the Sheriff's sale.
  - The following fees shall also be collected by Bid4Assets along with the remainder of purchase price:
    - Lien search of \$400
    - Deed acknowledgment of \$6.00
    - Deed recording fee of \$83.75
      - In some cases, deeds may be longer than 4 pages and will require additional fees. In this instance, the sheriff's office will contact you after the auction and collect the additional balance directly.
- Provide your deeding/vesting instructions to Bid4Assets.
- Complete, sign and date two (2) Pennsylvania Department of Revenue "Realty Transfer Tax Statement of Value" forms
- Mail these two completed forms along with a 6x9 self addressed stamped envelope to:

**Pike County Sheriff's Office/Real Estate Division**

**412 Broad Street, Ste 5**

**Milford, PA 18337**

**Schedule A Distribution – Distribution of funds**

**Approximately 30 days after the sale our title company will supply the Sheriff's office with a "Schedule of Distribution". Once we review it, we will forward a copy to your email that you provide.**

**The Schedule of Distribution directs us how the money you paid for the property will be disbursed. Our title company and the Sheriff's office follow the PA Rules of Civil Procedure when determining these payments, which are made in priority order.**

**The Schedule of Distribution is available for 20 days at the Sheriff's office and is filed and made part of the case history at the Prothonotary's office. Unless exceptions are filed on or before the 10<sup>th</sup> day, distribution will be made in accordance with the proposed schedule.**

**Facts to Remember:**

- 1. The Sheriff's office does not have keys or access to the property.**
  - 2. You may be responsible for additional liens.**
  - 3. Each purchase is unique; therefore, issues and situations will/may vary from case to case**
  - 4. See legal advice for all matters relating to the eviction process.**
  - 5. The Sheriff's deed is the last step in the distribution process.**
- Once the deed is recorded it will be mailed to you.**

***This document is provided by the Real Estate division of the Pike County Sheriff's Office as informational only. Its contents should not be interpreted as legal advice. All interested parties are advised to retain their own legal counsel.***