

# Berks County Sheriff's Office

## CHECKLIST FOR REAL ESTATE SALES

- The required deposit is \$2,500.00 (check made payable to Mandy P. Miller, Sheriff)
- One (1) order for service form for *each* defendant and one for the posting of the property.  
*\*If your office is going to serve the defendant(s) you will need to enclose a letter stating that you will obtain service on the defendant(s).*
- One (1) long legal description. Enclosed is a sample of a legal description. Please note how the legal description is set-up. The header should have: the **Prothonotary number, the judgment amount and the Attorney's name**. The **property address** must also be listed, and the phrase **"To be sold as the property of...."** is required at the bottom of the legal description.
- The long legal must be e-mailed to [RealEstate@berkspa.gov](mailto:RealEstate@berkspa.gov) in a word document.  
*\*We recommend you email the legal as soon as your filing packet is mailed to ensure your packet is processed in a timely manner.*
- One (1) notice per defendant. Please note that the notice must list the correct location of the Sheriff Sale as [www.bid4assets.com/berkscountysheriffsales](http://www.bid4assets.com/berkscountysheriffsales).
- One (1) copy of the 3129.1 affidavit
- Service of lienholders must be made by the plaintiff and proof of service of lienholders (with proof of mailing) must be filed prior to the sale.

**DUE TO THE INCREASED NUMBER OF FORECLOSURES, WE WILL RETURN ANY FILING PACKETS THAT DO NOT COMPLY WITH THE REQUIREMENTS ABOVE.**

**\*\*Our office will no longer reach out to Law Firms that fail to meet the above requirements. Filing packets will be returned if items missing are not submitted by the last day of filing of the sale date you are submitting for.**

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Rebecca Oxenreider, Real Estate Administrator: 610-478-6240 x3210

Odeira Barham, Real Estate Clerk: 610-478-6240 x3204

**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 (**Township/Borough**), 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.

**PIN: 1234123412341234**

**Property Address: 821B North Second Street, Reading, Pa 19601**

**TO BE SOLD AS PROPERTY OF: Jonathan Doe**