

GERALD F. STRUBINGER, JR.  
Solicitor

# Office of the Sheriff

Carbon County, Pennsylvania 18229

JOSEPH V. HAGER  
Chief Deputy

## DEPUTY SHERIFFS

LT. RUTHANN CHAPMAN, *Real Estate*

SGT. KAREN S. FLEXER

TAMMY EASTERLY

WAYNE FRITZINGER, *Clerk*



## DEPUTY SHERIFFS

SGT. JAMES H. MELBER

DEREK SOLT

CONNIE STEWART.

FRANK KEPHART

DWIGHT L. NOTHSTEIN, SHERIFF

P.O. BOX 147

JIM THORPE, PENNSYLVANIA 18229

PHONE: (570) 325-2821 OR 325-4231

FAX: (570) 325-7860

### DOCUMENTS REQUIRED FOR WRIT OF EXECUTION ON REAL ESTATE

1. PRAECIPE FOR WRIT OF EXECUTION, ORIGINAL AND (1) COPIES.
2. WRIT OF EXECUTION NOTICE, ORIGINAL AND (4) COPIES.
3. WRIT OF EXECUTION, ORIGINAL AND (4) COPIES.
4. NOTICE OF SHERIFF'S SALE OF REAL ESTATE, ORIGINAL AND ( ) COPIES.
5. AFFIDAVIT OF NON-MILITARY SERVICE, (1) ONE.
6. AFFIDAVIT PERSUANT TO RULE 3129.1, (1) ONE.
7. PROPERTY DESCRIPTION, (5) FIVE.
8. CLAIM FOR EXEMPTION, (FOR MONEY JUDGMENT ONLY) (1) ONE.
9. AFFIDAVIT OF EXEMPTION FROM STAY OF HOMEOWNERS EMERGENCY ASSISTANCE ACT, (1) ONE.
10. AFFIDAVIT OF LAST KNOWN ADDRESS, (1) ONE.
11. REQUEST FOR TAX INFORMATION FOR REAL ESTATE, (1) ONE. (BLANK COPY MUST BE OBTAINED FROM THE CARBON COUNTY SHERIFF'S OFFICE)
12. REALTY TRANSFER TAX STATEMENT OF VALUE, ORIGINAL AND (2) COPIES, TO BE SENT AFTER SALE WITH DEED.
13. \$2,000.00 DEPOSIT PAYABLE TO SHERIFF OF CARBON COUNTY.
14. ALL DOCUMENTS MUST BE FILED WITH THE PROTHONOTARY OF CARBON COUNTY AT LEAST ( ) TEN WEEKS PRIOR TO THE DATE OF THE SALE.
15. BALANCE OF COSTS ARE DUE ON THE DAY OF THE SALE.

Because of the increasing volume of Real Estate Executions coming into my Office, I am requesting each filing Attorney to obtain the Deed Book number and Page number.

These are to be included in the description of the property submitted to my Office and may be obtained from the Tax Assessment Office located in the Courthouse Annex Building.

From the date of this notice forward, each description submitted without the proper information will be returned to the Attorney and no service shall be made. Call our office with a approximate time for filing the Writ of Execution and we will give you a Sale Date.

*Dwight L. Nothstein*  
DWIGHT L. NOTHSTEIN, SHERIFF  
COUNTY OF CARBON

*After the sale, a Statement of value is needed so the deed can be prepared.*