



SHERIFF'S OFFICE

Lebanon County

BRUCE E. KLINGLER
SHERIFF

STEPHEN K. GAIDOS
CHIEF DEPUTY

Room 3, Municipal Building
400 South Eighth Street
Lebanon, Pennsylvania 17042-6794
Telephone 717-274-2801
Real Estate Ext. 2156 & 2359

GEORGE E. CHRISTIANSON
SOLICITOR

DESIREE NELSON
REAL ESTATE ADMINISTRATOR

2016 SHERIFF'S REAL ESTATE SALES - 10:00 a.m.

| <u>SALE DATE</u> | <u>LAST DAY FOR FILING</u> | <u>ADVERTISING DATES</u> |
|-------------------|----------------------------|-------------------------------|
| February 9, 2016 | November 17, 2015 | January 20, 27 & Feb. 3, 2016 |
| April 12, 2016 | January 19, 2016 | March 23, 30 & APRIL 6, 2016 |
| June 14, 2016 | March 22, 2016 | May 25 June 1 & 8, 2016 |
| August 9, 2016 | May 24, 2016 | July 20, 27 & Aug 3, 2016 |
| October 11, 2016 | July 26, 2016 | Sept. 21, 28 Oct. 5, 2016 |
| December 13, 2016 | September 20, 2016 | Nov. 23, 30 Dec. 7, 2016 |

ADVANCED COSTS ARE \$2,000.00

AN **ORDER FOR SERVICE REQUEST** **MUST** BE COMPLETED AND FILED WITH THE WRIT.

Paperwork to be supplied to Prothonotary's Office for Sheriff's Office along with the originals for filing with Prothonotary – **ONE Copy of Writ of Execution, Notice of Sheriff's Sale and a copy of Legal Description for EACH Defendant and Posting and ONE for the Sheriff's Office file** along with a copy of the Affidavit 3129 for the Sheriff's File.

Three Additional Copies of the Legal Description are required for the Recording of the Sheriff's Deed. This description must clearly state the **GIS Number (Graphical Information Number) of the Premises being sold along with the physical address.

At least **four (4) self addressed stamped envelopes** should be attached to each execution filed with the Prothonotary for the Sheriff's Office use in making returns, recording of the Sheriff's Deed, Refunds, etc. This is important so that we can mail out your documents in a timely matter.

ALL EXECUTIONS MUST BE FILED BY THE LAST DAY FOR FILING.

ANY MONIES OWED AND ALL DEED RECORDING INSTRUCTIONS, i.e. Statement of Value and Letter of Instructions, MUST BE IN OUR OFFICE NO LATER THAN THE DAY OF SETTLEMENT WHICH IS ONE WEEK AFTER THE SALE.