

THE SHERIFF'S OFFICE DOES NOT SEARCH PROPERTIES FOR DEBTS OR LIENS PRIOR TO THE SALE. PROPERTIES ARE THEREFORE SOLD "AS IS" AND THE SHERIFF IS NOT RESPONSIBLE FOR A CLEAR TITLE. PROFESSIONAL ASSISTANCE IN SEARCHING PROPERTIES MAY BE OBTAINED THROUGH ATTORNEYS OR TITLE SEARCHERS TO DETERMINE POSSIBLE DEBTS AND/OR LIENS IN WHICH THE BUYER MAY BE RESPONSIBLE. A THIRD PARTY IS NOT RESPONSIBLE FOR ANY LIENS THAT FALL AFTER THE FIRST MORTGAGOR, BUT IS RESPONSIBLE FOR LIENS THAT ARE BEFORE THE MORTGAGOR BRINGING THE ACTION AGAINST THE DEFENDANT.

DURING THE PROCESS OF THE EXECUTION THE SHERIFF'S OFFICE INCURES COSTS AND FEES FOR VARIOUS SERVICES. ONE WEEK BEFORE THE SALE A "COST SHEET" IS PREPARED AND MADE AVAILABLE TO THE PUBLIC. THE "COST SHEET" SETS FORTH AN ITEMIZED LIST OF THE SHERIFF'S COSTS AND THEIR TOTAL, AS WELL AS THE AMOUNT OF THE DEBT OWED TO THE PLAINTIFF.

PROPERTIES WILL BE SOLD ONE AT A TIME, IN ORDER LISTED, UNLESS SPECIFICALLY REQUESTED OTHERWISE BY THE ATTORNEY OF RECORD. THE ATTORNEY OF RECORD STARTS THE BIDDING AT TAXES AND COSTS AND COMPETITIVE BIDDING CAN THEN PROCEED BY STATING A DOLLAR AMOUNT ABOVE THE TAXES & COSTS FIGURE.

THE SUCCESSFUL BIDDER MUST PAY 10% OF HIS HIGHEST BID IMMEDIATELY AT THE SALE IN THE FORM OF CASH OR CERTIFIED CHECK. IF THE AMOUNT OF THE CERTIFIED CHECK EXCEEDS 10% OF YOUR BID, THE SURPLUS CAN BE APPLIED TO THE BALANCE DUE. THE BALANCE IS DUE BY 2 P.M. THE SAME DAY. THE 10% PAID AT THE SALE IS SUBJECT TO FORFEITURE IF THE BALANCE IS NOT PAID IN ACCORDANCE WITH SCHEDULE.

EXHIBIT "6"

REQUEST FOR TAX CERTIFICATE

LACKAWANNA COUNTY TAX CLAIM BUREAU

DATE: _____

REQUESTED BY: (ATTORNEY NAME, ADDRESS, TELEPHONE NUMBER)

PLEASE FURNISH US WITH A TAX CERTIFICATE FOR THE FOLLOWING PROPERTY:

REPUTED OWNER: _____

PROPERTY IDENTIFICATION NUMBER:

CITY/TWO/BORO: _____

RETURN TO: SHERIFF OF LACKAWANNA COUNTY

EXHIBIT "4"