

PLEASE NOTE

IMPORTANT AMENDMENTS

TO INSTRUCTIONS

INCLUDED IN THE FOLLOWING SECTIONS

SECTION 7 - PROPERTY DESCRIPTIONS

- AND -

SECTION 10 - AFFIDAVIT OF VALUE

OFFICE OF THE SHERIFF

MARK P. MCANDREW - SHERIFF

Lackawanna County Scranton Pennsylvania (570-963-6719)

THE FOLLOWING ITEMS ARE NEEDED FOR SHERIFF SALE OF REAL ESTATE

1. **ORIGINAL WRIT OF EXECUTION :**

INCLUDING: PRINCIPAL SUM
 INTEREST TO DATE OF SALE
 ATTORNEY'S FEES
 CLERICAL COSTS
 TOTAL FIGURE

2. **CONFESSION OF JUDGMENTS:**

IN THE EVENT THE WRIT OF EXECUTION IS BASED ON A CONFESSION OF JUDGMENT THIS MUST BE STATED ON THE WRIT AND NOTICES SENT PURSUANT TO **RULE 2956.1 ET SEQ., OR ANY OTHER APPLICABLE RULE.** PROOF OF SERVICE OF THE NOTICE(S) MUST BE PROVIDED TO THE SHERIFF UPON FILING OF THE WRIT.

3. **AFFIDAVIT PURSUANT TO RULE 3129.1**

ORIGINAL AFFIDAVIT TO BE FILED WITH THE CLERK OF JUDICIAL RECORDS AND A TIME-STAMPED COPY TO BE PROVIDED TO THE SHERIFF'S OFFICE.

THE FORM OF AFFIDAVIT SHALL BE IN ACCORDANCE WITH RULE 3129.1(c) OF THE PENNSYLVANIA RULES OF CIVIL PROCEDURE AND SHALL CONTAIN THE FOLLOWING INFORMATION:

(A) NAME AND ADDRESS OF THE OWNER OR REPUTED OWNER OF THE REAL PROPERTY

A GOOD FAITH ATTEMPT TO DETERMINE THE CURRENT ADDRESS OF THE DEFENDANT(S) IS NECESSARY

(B) NAME AND RESIDENCE OF DEFENDANT (S)

A GOOD FAITH ATTEMPT TO DETERMINE THE CURRENT ADDRESS OF THE DEFENDANT(S) IS NECESSARY.

(C) NAME AND ADDRESS OF ALL JUDGMENT CREDITORS

(D) NAME AND ADDRESS OF ALL MORTGAGE HOLDERS

(E) NAME AND ADDRESS OF ANY PARTY WITH A RECORDED LIEN ON THE REAL PROPERTY

(F) NAME AND ADDRESS OF ANY PARTY THAT HAS ANY RECORD INTEREST IN THE REAL PROPERTY THAT MAY BE AFFECTED BY THE SHERIFF SALE

(G) NAME AND ADDRESS OF ANY PARTY WHOM THE PLAINTIFF HAS KNOWLEDGE MAY HAVE ANY INTEREST IN THE PROPERTY WHICH MAY BE AFFECTED BY THE SHERIFF SALE

4. **NOTICE TO DEFENDANT(S) OF SALE PURSUANT TO RULE 3129.2**

THREE (3) NOTICES OF SALE PURSUANT TO RULE 3129.2 MUST BE PROVIDED FOR EACH DEFENDANT IDENTIFIED ON THE AFFIDAVIT PROVIDED PURSUANT TO RULE 3129.1. THESE NOTICES SHALL BE USED FOR SERVICE UPON THE DEFENDANTS.

THE NOTICE SHALL BE PREPARED IN ACCORDANCE WITH RULE 3129.2 OF THE PENNSYLVANIA RULES OF CIVIL PROCEDURE. THIS NOTICE MUST CONTAIN A COMPLETE METES AND BOUNDS DESCRIPTION OF THE REAL PROPERTY WHICH IS THE SUBJECT OF THE SHERIFF SALE.

PLEASE NOTE: THE SHERIFF'S OFFICE SHALL NOT BE RESPONSIBLE TO REVIEW THE CONTENT OF THE NOTICE TO DETERMINE ITS SUFFICIENCY AND COMPLIANCE WITH THE RULE, COMPLIANCE SHALL BE THE SOLE RESPONSIBILITY OF THE PLAINTIFF AND PLAINTIFF'S COUNSEL.

5. **ORDER OF SERVICE**

ORDER OF SERVICE FORM DIRECTING THE MANNER OF SERVICE OF THE DEFENDANTS SHALL BE COMPLETED BY PLAINTIFF AND/OR PLAINTIFF'S COUNSEL AND PROVIDED TO THE SHERIFF'S OFFICE UPON FILING OF THE WRIT. SERVICE OF THE WRIT SHALL BE EFFECTED AS DIRECTED THEREIN.

PLEASE NOTE: THE SHERIFF'S OFFICE SHALL NOT BE RESPONSIBLE TO REVIEW THE CONTENT OF THE ORDER OF SERVICE TO DETERMINE IF THE MANNER OF SERVICE DIRECTED IS SUFFICIENT AND IN COMPLIANCE WITH THE RULES OF SERVICE PURSUANT TO THE PENNSYLVANIA RULES OF CIVIL PROCEDURE. COMPLIANCE WITH THE RULES SHALL BE THE SOLE RESPONSIBILITY OF THE PLAINTIFF AND PLAINTIFF'S COUNSEL.

IN THE EVENT THAT THE SHERIFF'S OFFICE IS UNABLE TO EFFECT SERVICE UPON THE DEFENDANT(S) AS DIRECTED BY THE "ORDER OF SERVICE", IN SUCH EVENT PLAINTIFF'S ATTORNEY SHALL BE SO NOTIFIED AND AN ORDER DIRECTING ALTERNATE SERVICE MUST BE OBTAINED BY PLAINTIFF'S COUNSEL AND A COPY OF SAID ORDER FORWARDED TO THE SHERIFF'S OFFICE FOR SERVICE IN COMPLIANCE THEREWITH.

A COPY OF THE FORM OF THE REQUIRED **ORDER OF SERVICE** IS ATTACHED HERETO AND MARKED EXHIBIT "1".

6. NOTICE TO LIENHOLDERS OF SALE PURSUANT TO RULE 3129.2

PLAINTIFF'S ATTORNEY SHALL FORWARD NOTICES TO ALL LIENHOLDERS IDENTIFIED ON THE AFFIDAVIT PURSUANT TO RULE 3129.1.

NOTICES SHALL BE SENT FIRST CLASS REGULAR MAIL WITH CERTIFICATES OF MAILING.

THIRTY (30) DAYS PRIOR TO THE SCHEDULED SALE DATE, PLAINTIFF'S ATTORNEY SHALL PROVIDE AN AFFIDAVIT OF MAILING OR CERTIFICATE OF SERVICE OF SAID NOTICES TO THE SHERIFF'S OFFICE .

7. PROPERTY DESCRIPTIONS:

- (A) **TWO (2) COPIES OF THE METES AND BOUNDS DESCRIPTION OF THE REAL PROPERTY WHICH IS THE SUBJECT OF THE SALE MARKED EXHIBIT "A". THE FORMAT OF WHICH IS ATTACHED HERETO AND MARKED EXHIBIT "2".**
- (B) **RECITAL: THE METES AND BOUNDS DESCRIPTION MUST INCLUDE A CURRENT RECITAL INTO THE DEFENDANTS LISTED ON THE WRIT.**

SUGGESTED FORMAT: "TITLE TO SAID PREMISES IS VESTED IN NAME OF DEFENDANT(S) BY DEED FROM PRIOR OWNER, DATED _____ RECORDED ON _____, IN DEED BOOK, RECORD BOOK OR INSTRUMENT NUMBER _____"

- (C) **TWO (2) COPIES OF PROPERTY INFORMATION FOR ADVERTISEMENT SHALL BE REQUIRED. THIS PROPERTY INFORMATION SHALL BE IDENTIFIED AS EXHIBIT "B". THE FORMAT OF THE ADVERTISEMENT INFORMATION IS ATTACHED HERETO AND MARKED EXHIBIT "3". THIS FORM MUST BE PREPARED NEATLY, ACCURATELY AND COMPLETELY. IN ORDER TO PREVENT DELAYS PLEASE BE SURE THE COPIES ARE CLEAR AND LEGIBLE, ADVERTISING ERRORS MAY CAUSE CONTINUANCES OF SCHEDULED SALE DATES.**

PLEASE NOTE: THE SHERIFF'S OFFICE IS NOT RESPONSIBLE FOR ERRORS IN THE IDENTIFICATION INFORMATION PROVIDED ON THIS EXHIBIT "B" NOR FOR ANY DELAYS THAT ARE CAUSED AS A RESULT THEREOF IN SCHEDULING A SHERIFF SALE DATE OR ANY CONTINUANCES THEREOF.

8. DEPOSIT:

CHECK IN THE SUM OF \$2,000.00 IS REQUIRED AT THE TIME OF FILING THE WRIT.

9. LACKAWANNA COUNTY TAX CLAIM BUREAU REQUEST FOR TAX CERTIFICATE:

A COMPLETED REQUEST FOR DELINQUENT TAX CERTIFICATE FROM THE LACKAWANNA COUNTY TAX CLAIM BUREAU SHALL BE PROVIDED TO THE SHERIFF'S OFFICE BY PLAINTIFF'S ATTORNEY AT THE TIME OF THE FILING OF THE WRIT. THE REQUEST MUST IDENTIFY THE SHERIFF'S OFFICE OF LACKAWANNA COUNTY AS THE PARTY REQUESTING THE CERTIFICATE AND THE REQUEST SHOULD ALSO IDENTIFY THE ATTORNEY'S NAME, ADDRESS AND TELEPHONE NUMBER.

A COPY OF THE REQUEST FOR TAX CERTIFICATE FORM IS ATTACHED HERETO AND MARKED EXHIBIT "4".

10. **AFFIDAVIT OF VALUE:**

TWO (2) COMPLETED "AFFIDAVIT OF VALUE" FORMS SHALL BE PROVIDED TO THE SHERIFF'S OFFICE WITH THE WRIT OF EXECUTION DOCUMENTS. EACH AFFIDAVIT SHALL BE EXECUTED BY THE PLAINTIFF'S ATTORNEY.

THE AFFIDAVIT OF VALUE MUST INCLUDE THE SCHOOL DISTRICT. THIS INFORMATION CAN BE OBTAINED FROM THE LACKAWANNA COUNTY WEBSITE www.lackawannacounty.org AND CLICK ON THE LINK FOR THE RECORDER OF DEEDS.

THE GRANTEE ON THE AFFIDAVIT OF VALUE MUST MATCH THE GRANTEE CLAUSE IN THE DEED EXACTLY. IN THE EVENT THAT THERE HAS BEEN AN ASSIGNMENT OF BID AFTER THE SALE, THE GRANTEE ON THE AFFIDAVIT MUST REFLECT THE PARTY INCLUDED IN THE ASSIGNMENT OF BID AS ASSIGNEE OF THE ORIGINAL PLAINTIFF ON THE WRIT OF EXECUTION. THE TIME STAMPED COPY OF THE ASSIGNMENT OF BID MUST BE PROVIDED TO THE RECORDER OF DEEDS OFFICE AT THE TIME THAT THE DEED IS RECORDED.

EXAMPLE: CHASE MANHATTAN BANK ASSIGNEE OF BANK OF AMERICA.

A COPY OF THE AFFIDAVIT OF VALUE FORM IS ATTACHED HERETO AND MARKED EXHIBIT "5".

PLEASE NOTE: THE COMMON LEVEL RATIO FACTOR THAT IS REQUIRED FOR THE COMPLETION OF THE AFFIDAVIT OF VALUE CHANGES EVERY JULY 1. IT IS THE RESPONSIBILITY OF PLAINTIFF'S ATTORNEY TO INCLUDE THE CORRECT COMMON LEVEL RATIO FACTOR FOR THE DATE OF THE SALE, NOT THE DATE THAT THE AFFIDAVIT IS PREPARED. THIS INFORMATION MAY BE OBTAINED FROM LACKAWANNA COUNTY ASSESSORS OFFICE, TELEPHONE NUMBER: (570) 963-6728 OR FROM THE PENNSYLVANIA DEPARTMENT OF STATE ON-LINE AT WWW.REVENUE.STAE.PA.US/

11. **PROCESSING:**

IF ALL ITEMS REQUIRED ABOVE ARE **NOT** RECEIVED WITH THE INITIAL WRIT OF EXECUTION PACKAGE, THE WRIT WILL **NOT** BE PROCESSED AND THE REAL PROPERTY WILL **NOT** PROCEED TO SHERIFF SALE.

PLEASE NOTE: DO NOT SEND EXTRA COPIES, IT ONLY DELAYS THE PROCESSING OF THE WRIT AND SCHEDULING OF THE SHERIFF SALE.

12. PRE-SALE ASSIGNMENT OF MORTGAGE:

IN THE EVENT THAT PRIOR TO THE SALE THE FORECLOSING CREDITOR HAS ASSIGNED THE MORTGAGE TO ANOTHER PERSON(S) OR ENTITY, THE ASSIGNMENT **MUST** BE FILED WITH THE LACKAWANNA COUNTY RECORDER OF DEEDS WITH A COPY FORWARDED TO THE SHERIFF, PRIOR TO THE SALE DATE.

13. POST-SALE ASSIGNMENT OF BID:

IN THE EVENT THAT THE PLAINTIFF/EXECUTING CREDITOR IS THE SUCCESSFUL BIDDER FOR THE REAL PROPERTY AT THE SHERIFF SALE AND IT WISHES TO ASSIGN ITS BID TO A THIRD PARTY, AN ASSIGNMENT OF BID MUST BE COMPLETED AND EXECUTED BY THE PLAINTIFF'S ATTORNEY IDENTIFIED ON THE WRIT. THE ORIGINAL ASSIGNMENT OF BID MUST BE FILED WITH THE CLERK OF JUDICIAL RECORDS AND A TIME STAMPED COPY SHALL BE FORWARDED TO THE SHERIFF'S OFFICE, WITH A REVISED AFFIDAVIT OF VALUE.

SOME POST SALE ASSIGNMENT OF BIDS MAY CAUSE TRANSFER TAXES TO BE DUE. IT IS THE RESPONSIBILITY OF THE ASSIGNEE OF THE BID TO DETERMINE WHETHER TRANSFER TAXES ARE IN FACT DUE AND TO PAY SAME.

THE ASSIGNMENT OF BID MUST BE COMPLETED, FILED AND FORWARDED TO THE SHERIFF'S OFFICE WITHIN THIRTY (30) DAYS OF THE SHERIFF'S SALE.

THE FORM OF ASSIGNMENT OF BID THAT IS REQUIRED IS ATTACHED HERETO AND MARKED EXHIBIT "6". ANY OTHER ASSIGNMENT OF BID FORM WILL NOT BE ACCEPTED AND WILL CREATE DELAYS IN THE PROCESSING OF THE DEED OF CONVEYANCE.

REAL ESTATE DEPUTY

LACKAWANNA COUNTY SHERIFF

200 N. WASHINGTON AVE., SCRANTON, PA. 18503
TELEPHONE # (570) 963-6719 FAX# (570) 963-6859

SALE DATE _____

CASE NUMBER _____

SALE NUMBER _____

(SHERIFF WILL ASSIGN #)

"ORDER FOR SERVICE OF REAL ESTATE"

ALL INFORMATION AND ADVANCE FEES MUST BE SUPPLIED BEFORE SERVICE WILL BE MADE.
ONE FORM FOR EACH CASE NUMBER.

ATTORNEY'S NAME _____

ADDRESS _____

TELEPHONE # _____

FAX # _____

CASE CAPTION:

-VS-

SERVICE TO BE MADE ON DEFENDANT #1:

DEFENDANT #2:

(ALL RD NUMBERS MUST INCLUDE BOX NUMBER AND NO POST OFFICE NUMBERS ACCEPTED)
IF MORE THAN TWO DEFENDANTS, ADD ADDITIONAL SHEET.

TYPE OF PAPER TO BE SERVED, CHECK THOSE THAT APPLY:

NOTICE OF SALE _____

WRIT OF EXECUTION (MORTGAGE FORECLOSURE) _____

WRIT OF EXECUTION (CONFESSION OF JUDGMENT) _____

INSTRUCTIONS FOR SERVICE:

SERVICE ON ALL DEFENDANTS _____

CERTIFIED MAIL _____ ORDINARY MAIL _____ COURT ORDER _____

POST PROPERTY _____

DEPUTIZE _____ COUNTY (WITHIN PA. ONLY) DEPOSITS _____

REGISTERED MAIL _____ (OUTSIDE OF THE UNITED STATES ONLY)

SERVICE BY COMPETENT ADULT PER RULES _____ (AFFIDAVIT TO BE PROVIDED 30 DAYS BEFORE SALE)

OTHER _____

WITHOUT A SELF-ADDRESSED STAMPED ENVELOPE TO YOUR OFFICE FOR MAILING OF RECEIPT AFTER SERVICE IS COMPLETED, YOUR RETURN OF SERVICE WILL BE FILED IN THE CLERKS OFFICE.

METES AND BOUNDS DESCRIPTION OF PROPERTY:

PROPERTY IDENTIFICATION NUMBER:

EXHIBIT A

EXHIBIT "2"

SHERIFF'S SALE

By virtue of a Writ of Execution filed to No. _____

_____ vs _____
(Plaintiff) (Defendant)

_____, owner(s) of property situate in _____

_____ Lackawanna County, Pennsylvania
(Municipality)

being _____
(Street Address or other identifying information)

(Dimensions of parcel, square footage and/or acreage)

Property Identification Number: _____

Assessed Value figure: _____

Improvements thereon: _____

Attorney: _____

Sheriff to collect: \$ _____

EXHIBIT B

EXHIBIT "3"

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"



REALTY TRANSFER TAX STATEMENT OF VALUE

See reverse for instructions.

RECORDER'S USE ONLY	
State Tax Paid	
Book Number	
Page Number	
Date Recorded	

Complete each section and file in duplicate with Recorder of Deeds when (1) the full value/consideration is not set forth in the deed, (2) the deed is without consideration or by gift, or (3) a tax exemption is claimed. If more space is needed, please attach additional sheets. A Statement of Value (SOV) is not required if the transfer is wholly exempt from tax based on family relationship or public utility easement. However, it is recommended that a SOV accompany all documents filed for recording.

A. CORRESPONDENT – All inquiries may be directed to the following person:

Name		Telephone Number:	
Mailing Address	City	State	ZIP Code

B. TRANSFER DATA

Date of Acceptance of Document / /			
Grantor(s)/Lessor(s)	Telephone Number:	Grantee(s)/Lessee(s)	Telephone Number:
Mailing Address		Mailing Address	
City	State	ZIP Code	City
			State
			ZIP Code

C. REAL ESTATE LOCATION

Street Address		City, Township, Borough	
County	School District	Tax Parcel Number	

D. VALUATION DATA

Was transaction part of an assignment or relocation? Y N

1. Actual Cash Consideration	2. Other Consideration	3. Total Consideration
	+	=
4. County Assessed Value	5. Common Level Ratio Factor	6. Computed Value
	X	=

E. EXEMPTION DATA - Refer to instructions for exemption status.

1a. Amount of Exemption Claimed \$	1b. Percentage of Grantor's Interest in Real Estate %	1c. Percentage of Grantor's Interest Conveyed %
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2. Check Appropriate Box Below for Exemption Claimed.

- Will or intestate succession. _____
(Name of Decedent) (Estate File Number)
- Transfer to a trust. (Attach complete copy of trust agreement identifying all beneficiaries.)
- Transfer from a trust. Date of transfer into the trust _____
If trust was amended attach a copy of original and amended trust.
- Transfer between principal and agent/straw party. (Attach complete copy of agency/straw party agreement.)
- Transfers to the commonwealth, the U.S. and instrumentalities by gift, dedication, condemnation or in lieu of condemnation. (If condemnation or in lieu of condemnation, attach copy of resolution.)
- Transfer from mortgagor to a holder of a mortgage in default. (Attach copy of mortgage and note/assignment.)
- Corrective or confirmatory deed. (Attach complete copy of the deed to be corrected or confirmed.)
- Statutory corporate consolidation, merger or division. (Attach copy of articles.)
- Other (Please explain exemption claimed.) _____

Under penalties of law, I declare that I have examined this statement, including accompanying information, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Correspondent or Responsible Party	Date
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FAILURE TO COMPLETE THIS FORM PROPERLY OR ATTACH REQUESTED DOCUMENTATION MAY RESULT IN THE RECORDER'S REFUSAL TO RECORD THE DEED.

INSTRUCTIONS FOR COMPLETING REALTY TRANSFER TAX STATEMENT OF VALUE

SECTION A

Enter the name, address and telephone number of party completing this form.

SECTION B

Date of Acceptance - Enter the date the document was delivered to and accepted by the grantee/lessee.

Enter the full names and addresses of all grantor(s)/lessor(s) and all grantee(s)/lessee(s). Attach additional sheets if necessary.

SECTION C

This section identifies the real estate to be transferred. Complete fully, including the tax parcel number where applicable and the county where the statement is to be filed.

SECTION D

Indicate by checking YES or NO, whether the document represents two or more transactions accomplished by an assignment of the agreement of sale or by the use of a relocation arrangement. Complete for all transactions:

1. **Actual Cash Consideration** - Enter the amount of cash or cash equivalent that the grantor received for the transfer of the real estate.
2. **Other Consideration** - Enter the total amount of non-cash consideration that the grantor received for the transfer of the real estate, such as property and securities. Include mortgages and liens existing before the transfer and not removed thereby, and the agreed consideration for the construction of improvements.
3. **Total Consideration** - Enter the sum of Lines 1 and 2. This will be the total consideration for the purchase of the real estate.
4. **County Assessed Value** - Enter the actual assessed value of the entire real estate, per records of the county assessment office. Do not reduce the assessed value by the grantor's fractional interest in the real estate.
5. **Common Level Ratio Factor** - Enter the common level ratio factor for the county in which the real estate is located. An explanation of this factor is provided below.
6. **Computed Value** - Enter the product of Lines 4 and 5.

SECTION E

Complete only for transactions claiming an exemption. For exemptions refer to Title 61 §91.193 of the Pennsylvania Code.

- 1a. **Amount of Exemption Claimed** - Enter the dollar amount of the value claimed as exempt.
- 1b. **Percentage of Grantor's Interest in Real Estate** - Enter the percentage of grantor's ownership interest in the real estate listed in Part C.
- 1c. **Percentage of Grantor's Interest Conveyed** - Enter the fraction or percentage of grantor's interest in the real estate on Line 1b that the grantor conveyed to the grantee. For example, if you indicated on Line 1b that grantor owns a 50 percent tenant-in-common interest in the real estate and grantor is conveying his entire 50 percent interest to the grantee, then you would enter 100 percent on this line.
2. **Check Appropriate Box for Exemption Claimed** - Boxes are provided for the most common Pennsylvania realty exemptions. Each is explained in order of appearance on the Realty Transfer Statement of Value form.

Will or Intestate Succession - A transfer by will for no or nominal consideration, or under the intestate succession laws, is exempt from tax. Provide the name of the decedent and estate file number in the space provided.

Transfer to a Trust - A transfer for no or nominal consideration to a trust is exempt from tax when the transfer of the same property would be exempt from tax if the transfer were made directly by the grantor to all the possible (including contingent) beneficiaries. Attach a complete copy of the trust agreement and identify the grantor's relationship to each beneficiary.

Transfer from a Trust - Enter the date the real estate was conveyed to the trust by the prior deed. If the trust was amended after that date, attach a complete copy of the original trust and all amendments to the trust.

Transfer Between Principal and Agent/Straw Party - A transfer between an agent/straw party and principal for no or nominal consideration is exempt. Attach a complete copy of the agency/straw party agreement.

Transfer to the Commonwealth, the U.S. and Instrumentalities by Gift, Dedication, Condemnation or in Lieu of Condemnation - If the transfer is by condemnation or in lieu of condemnation, attach a copy of the resolution.

Transfer from Mortgagor to Holder of a Mortgage in Default - A transfer from a mortgagor to a holder of a mortgage in default, whether pursuant to a foreclosure or in lieu thereof, is exempt. Provide a copy of the mortgage and note, and any documentation evidencing the assignment thereof.

Corrective or Confirmatory Deed - A deed for no or nominal consideration that corrects or confirms a previously recorded deed but does not extend or limit the title or interest under the prior deed is exempt from tax. Attach a complete copy of the prior deed being corrected or confirmed.

Statutory Corporate Consolidation, Merger or Division - A document that evidences the transfer of real estate pursuant to the statutory consolidation or merger of two or more corporations (15 Pa. C.S. §1921-1932 or 15 Pa. C.S. §5921-5930) - or the statutory division of a nonprofit corporation (15 Pa. C.S. §5951-5957) - is exempt from tax. Attach a copy of the articles of consolidation, merger or division.

Other - When claiming an exemption other than those listed, you must specify what exemption is claimed. When possible, provide the applicable statutory and regulatory citation. Attach additional pages, if necessary. Attach a copy of supporting documentation.

COMMON LEVEL RATIO FACTOR

This is a property valuation factor provided by the PA Department of Revenue by which the county assessed value is multiplied to determine the taxable value of real estate for all non-arm's-length transactions, leases and acquired companies. The factor is based on the common level ratio established by the State Tax Equalization Board. The common level ratio is a ratio of assessed values to current fair market values as reflected by actual sales of real estate in each county. A statewide list of the factors is available at the Recorder of Deeds' office in each county and on the department's website at www.revenue.pa.gov

THIS STATEMENT MUST BE SIGNED BY A RESPONSIBLE PERSON CONNECTED WITH THE TRANSACTION.

FORECLOSURE CAPTION

IN THE COURT OF COMMON PLEAS
OF LACKAWANNA COUNTY

CIVIL ACTION AT LAW

Plaintiff

vs.

Defendants

No. -CIV-

.....
ASSIGNMENT OF SHERIFF'S SALE BID

1. I, _____ am the Attorney of record for the _____, Plaintiff/Bank, on the Writ of Execution, in connection with a Mortgage Foreclosure action as captioned above.

2. At the Sheriff's execution sale, I, _____ was the successful bidder on behalf of _____, Plaintiff/Bank.

3. I, _____ being authorized by to do so, hereby assigns the bid to _____, Assignee, whose address is _____ and instructs the Sheriff, upon payment of the costs of settlement, to record said Sheriff's Deed in favor of said Assignee.

Dated: _____

Respectfully submitted,

Attorney\Firm

By: _____

Responsible Attorney
Supreme Court ID NO.
Address
Telephone Number