



INDIANA COUNTY SHERIFF

825 PHILADELPHIA STREET
INDIANA, PENNSYLVANIA 15701-3934

Phone: (724) 465-3930
Fax: (724) 465-3937

Robert E. Fyock
Sheriff

Ryan S. Hill
Chief Deputy Sheriff

For a Mortgage Foreclosure sheriff sale to be appropriately processed, the following is a list of forms required to be included within the Writ package upon filing in the Prothonotary Office.

1. A letter of instruction to include a contact person that is assigned to the case with self-addressed prepaid envelopes.
2. A \$3,500 deposit made to the Indiana County Sheriff's Office.
3. A notice of sheriff sale of real property, dates are to remain blank and will be completed by Indiana County Sheriff's Office personnel when a date is set.
4. An affidavit pursuant to rule 3129.01 which is to include Indiana County Domestic Relations.
5. A full property description that is to include physical address, tax parcel number, deed book number or instrument number. A Post Office Box cannot be utilized.

Executions will be returned if all information is not provided.

ADDITIONAL INSTRUCTIONS:

1. There will be an additional \$250 fee, per parcel, charged in compliance with Ordinance 1 of 2025, approved by the Indiana County Board of Commissioners.
2. After the Writ of Execution is received, a Deed Instruction Sheet will be sent to you to fill out and return to our office prior to the sale. These instructions will be obtained by the Indiana County Sheriff's Office solicitor to create a deed and schedule of distribution following the completion of the sale.
3. A legal description and/or Exhibit A must be emailed to the Indiana County Sheriff's Office solicitor at katie@hbrblegal.com, no later than five (5) business days after the sale. Please use the case number as the subject of the email.
4. A letter of confirmation will be mailed to the attorney of record assigning the sale date when it has been set by the Indiana County Sheriff's Office.
5. Lien holders to be notified by plaintiff's attorney. Affidavit of service to be filed in prothonotary's office before date of sale. Lien notification must include domestic relations office in the county in which the defendants are located.
6. A schedule of distribution and any additional funds requested will be provided to the Plaintiff's Attorney or third-party purchaser no later than 30 days after the sale.
7. After the completion of a sale 2 copies of the Realty Transfer Tax Statement of Value must be completed in its entirety and submitted to the Indiana County Sheriff's Office, for the deed to be recorded.

* As a general rule the deed is to be filed after any outstanding balance is satisfied.

**All paperwork required for the Sheriff sale to be completed must be submitted before the sale date, otherwise any additional costs will be the responsibility of the Plaintiff.



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