

DAUPHIN COUNTY SHERIFF'S OFFICE

Nicholas Chimienti Jr.
Sheriff

David E. Olweiler
Chief Deputy



David B. Dowling
Solicitor

Vacant
Asst Chief/Real Estate Deputy

DAUPHIN COUNTY COURTHOUSE
101 MARKET STREET, ROOM 104
HARRISBURG, PENNSYLVANIA 17101
(717) 780-6590 (717) 780-6557 FAX

SHERIFF SALE OF REAL ESTATE Document Requirements for Real Estate Sale

1. Original Writ of Execution (provided to Sheriff's Office by Prothonotary)
2. Service Instructions for Sheriff (please specify if service will be done by Sheriff or 3rd party process server)
3. Deposit check in minimum amount of \$2,500.00 (up to 2 parcels) payable to Dauphin County Sheriff
3 or more parcels include an additional \$1,000.00 per parcel
4. Affidavit Pursuant to Rule 3129.1
5. Notice of Sheriff's Sale of Real Property (2 copies per defendant) with long legal description attached
6. Waiver of Watchman
7. Affidavit of Non-Military Service, if applicable
8. Affidavit of Certificate of Service / Mailing pursuant to PA R.C.P. 3129.2c (service to lien holders) filed and received by Sheriff prior to sale
9. CONFESSED JUDGMENT ONLY – Notice of Execution pursuant to PA R.C.P. 2958.2
10. Long Legal Description – Must contain following in this suggested order:
 - a. Sale No. (leave blank; will be assigned by Sheriff)
 - b. Name of Attorney representing Plaintiff
 - c. Judgment Amount
 - d. Situate In: (list municipality or township and county)
 - e. Tax Parcel # (00-000-000)
 - f. Premises Being: (full address of property to be sold)
 - g. "Seized and sold as the property of (insert defendant(s)) under judgment no. (case number)
 - h. Word document of legal description can be e-mailed to Megan at mtritt@dauphincounty.gov
11. Self-addressed stamped envelope

Updated 3/24/2025

"Protecting and Serving the People of Dauphin County"

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WAIVER OF WATCHMAN

Any Deputy Sheriff levying upon or attaching any property under within Writ may leave same without a WATCHMAN, in custody of whoever is found in possession, (after notifying such person of such levy or attachment), without liability on the part of such Deputy or the Sheriff to any Plaintiff herein for any loss, destruction, or removal of any such property before Sheriff's Sale thereof.

Signature

Date