

**REAL ESTATE SHORT DESCRIPTION FORM**

TO: ATTORNEY FOR PLAINTIFF

FROM: ERIE COUNTY SHERIFF’S OFFICE

The form below accompanies one long property description with the caption at the top and attorney’s name and address at the bottom. This form must be filled out **NEATLY, ACCURATELY, AND COMPETELY**, and three copies must be delivered to the Sheriff’s Office at the same time that the writ is filed.

Also, to help avoid advertising and printing delays, please be sure that the copies of the property identifying information are clear and legible. The Sheriff’s Office is **NOT** responsible for errors in identifying information provided.

**SHERIFF’S SALE**

By virtue of a Writ of Execution filed to No. \_\_\_\_\_

\_\_\_\_\_ vs. \_\_\_\_\_  
(PLAINTIFF) (DEFENDANT)

\_\_\_\_\_, owner(s) of property situated in

\_\_\_\_\_ Erie County, Pennsylvania being  
(MUNICIPALITY)

\_\_\_\_\_  
(Street address or other identifying information)

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

Assessment Map number: \_\_\_\_\_

Assessed Value figure: \_\_\_\_\_

Improvement thereon: \_\_\_\_\_

Attorney’s Name  
Complete Address  
Telephone Number