

**Sheriff Sale Information Sheet**

**PAUL R VALTEAU, JR., CIVIL SHERIFF ORLEANS PARISH**

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CASE Number: \_\_\_\_\_

In conjunction with your seizure of immovable property, this office requires that you provide the following:

- 1. \$1,200.00 deposit; \$200 for each additional piece of property beyond the first.
- 2. Copy of petition. (Uncertified is acceptable)
- 3. Acquisition information (COB and folio) (COI) (MOB and folio) (MOI) \_\_\_\_\_.  
Entry Numbers and Notarial Archives are helpful but not required.
- 4. Copy of Mortgage/Judgment. (Uncertified is acceptable)
- 5. Names to be run on Mortgage and Conveyance Certificates.  
List every form of the names which you wish to run.

\_\_\_\_\_  
\_\_\_\_\_

(Note: We recommend that you run assumptors, assumptees, subsequent/prior vendees necessary to fully reveal all encumbrances on the property. Please provide complete marital status for females.) We recommend that you NOT run guarantors, limited partners, stockholders, etc., unless they are in the chain of title.

6. Municipal Number(s): \_\_\_\_\_

Please answer the following questions:

- a. Is any of the property located in a parish other than Orleans? **YES NO**
- b. Is any part of the property rental property? **YES NO**  
If so, do you want rent notices sent to tenants? **YES NO**  
If yes, provide names of tenants, unit numbers, rental amounts, and due dates.

\_\_\_\_\_  
*Please Note: The Civil Sheriff's Office does not have rent collectors. Rent Notices will be issued upon request. Tenants are expected to forward rent amounts to the sheriff, but it is the plaintiff's responsibility to monitor rent collections.*

7. List any special instructions or non-defendant parties you wish to be served: \_\_\_\_\_

- 8. Specify terms of sale:
  - a. 10% down, balance within 30 days.
  - b. All Cash at moment of adjudication. (The plaintiff is also required to pay the full purchase price at the moment of adjudication if 100% Cash is required)
  - c. Other: \_\_\_\_\_

9. Are you seizing the whole interest or only a partial interest: **WHOLE PARTIAL**  
If partial, what fraction: \_\_\_\_\_

10. Are you aware of any Federal Tax Liens? **YES NO**  
If yes, have you notified the IRS? **YES NO**

11. What is/are the defendant(s) social security number(s)? \_\_\_\_\_

12. Has/Have the defendant(s) alienated the property since your mortgage? **YES NO**  
If yes, who are the vendees? \_\_\_\_\_

13. Do you want to use the short ad or the long ad? **SHORT LONG**

14. If multiple properties are being foreclosed on a single mortgage, do you want to sell them separately or in globo? **SEPARATELY IN GLOBO**  
*(see 616 So. 2d 648 and 623 So. 2d 143)*

15. Are you aware of any superior mortgages/judgments? **YES NO**  
If yes, please supply us with payouts. \_\_\_\_\_

TIP: Please assist by clearing prescribed or paid encumbrances off the certificate.

\_\_\_\_\_  
ATTORNEY FOR PLAINTIFF (signature)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
BAR ROLL NUMBER

\_\_\_\_\_  
Email Address (optional)