Sheriff Sale Information Sheet

PAUL R VALTEAU, JR., CIVIL SHERIFF ORLEANS PARISH

421 Loyola Avenue, Suite 403 Civil Courts Bldg, New Orleans, LA 70112
Phone: (504) 523-6143 FAX: (504) 525-4912
Web: http://www.civilsheriff.com E-Mail: sheriff@civilsheriff.com

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)

Revised: August 7, 2001