

NEW Sheriff's Sale Process Carroll County Sheriff's Office

Prior to Filing an Order of Sale

- ✓ Legal ads will run for three (3) weeks unless specified otherwise.
- ✓ All legal descriptions will be approved by the Carroll County Map Office **prior** to the Order of Sale being filed. The Property Description Approval Form should be attached to the Order of Sale.

Requirements for Purchasing a Sale

- ✓ The Carroll County Sheriff's Office shall not require **Plaintiff(s)** to make a deposit on the sale.
- ✓ All other purchasers shall make deposit as follows:
 - </= \$10,000 = Deposit of \$2,000
 - >/= \$10,001 </= \$200,000 = Deposit of \$5,000
 - >/= \$200,001 = Deposit of \$10,000
- ✓ The purchaser shall be responsible for any and all outstanding costs, allowance and taxes that the proceeds of the sale are insufficient to cover.
- ✓ Anyone who purchases a property must provide (but not limited to) the following information: name, address and telephone number and completing the Real Estate Purchaser Information Form at the time of the sale.

Confirmation of Sale

- ✓ The Carroll County Sheriff's Office must receive the Time-stamped Confirmation of Sale from the Plaintiff's Attorney within **30 calendar days**.
- ✓ The Confirmation of Sale must specify the amounts due to the following:
 - Auditor's Office (conveyance fee - \$4.00 for every \$1,000 and Transfer fee - 50 cents for each parcel);
 - Recorder's Office (\$28.00 for first 2 pages and \$8.00 for each additional page) if plaintiff is purchasing the Sale¹;
 - Clerk of Courts (court costs); and
 - Treasurer's Office (owed real estate taxes prorated to the date of the sale).

Note: This office will provide on the day of the sale, a real estate tax verification worksheet, which will be prepared by the Treasurer's Office, to the Plaintiff's Attorney. The worksheet will include the amount of real estate taxes due on the date of the Sale along with the daily per diem rate up to the date the Confirmation of Sale is filed.

Filing Deed of Sale

- ✓ The **Carroll County Sheriff's Office will prepare the Deed of Sale within 7 calendar days** from the filing of the Confirmation of Sale.
The Plaintiff's Attorney will provide a completed Deed Conveyance Form if the plaintiff is purchasing the Sale and any monies for costs relating to the sale. Plaintiff's Attorney will also be responsible to complete and provide, if applicable, any other form required by the auditor pertaining to the sale.
- ✓ The Plaintiff's Attorney will provide a property description that meets the recorder's requirements for recording.

Recording Deed of Sale

- ✓ The Carroll County Sheriff's Office must record the Deed of Sale within **14 business days** from the date that the deed was prepared.

Mailing Recorded Deed of Sale

- ✓ The recorded Deed of Sale will be mailed to the address provided by the Plaintiff's Attorney