

JEFFERSON COUNTY SHERIFF'S OFFICE

Intake Sheet: Sheriff's Deed

_____ **Original, Recorded Certificate of Purchase**

_____ **Copy of the Order Confirming the Sale**

_____ **Confirmation Regarding Proper Expiration if Redemption Period, *if applicable.***

If there was no Redemption Period on the sale, this step can be ignored.

If the Redemption Period was shortened or waived by court order, then a copy of this court order.

If the Redemption Period has expired, then an Affidavit stating that the defendants were mailed proper notice prior to the expiration of the Redemption Period.

_____ **Real Estate Excise Tax Affidavit(s), *prepared and ready for signature***

_____ **Letter of Instruction, *addressed to the Sheriff, requesting issuance of a Sheriff's Deed***

_____ **\$74.00 Deposit on Sheriff's Fees**

The deposit covers a \$52.00 fee for the Sheriff's Deed, an \$11.00 fee for our Return to the Court upon issuance of the Deed, and an \$11.00 fee for the required notarization. The deposit must be in the form of cash, cashier's check, or money order; we can also accept business checks from licensed law firms