

CONTACT US

Philadelphia's Sheriff's Office
100 S. Broad Street
5th Floor
Philadelphia, PA 19110
(215) 686-3560
www.phillysheriff.com

SHERIFF OFFICE LOCATIONS

Main Location

100 S. Broad Street
(215) 686-3530

Warrants

714 Market Street
(215) 683-3726

Family Court/Domestic Operations

1501 Arch Street
(215) 686-3526

Criminal Justice Center

1301 Filbert Street
(215) 686-7900

Traffic Court

800 Spring Garden Street
(215) 686-1671

Landlord/Tenant Court Widener Bldg

1339 Chestnut Street
(215) 686-3590



"Our office is committed to processing deeds promptly once the sale is fully completed."

– Sheriff Rochelle Bilal

LEARN MORE ABOUT DEEDS

The Sheriff's Office is committed to service, procedural justice, and the sanctity of human life.



HOW ARE DEEDS PROCESSED?

OVERVIEW

The Philadelphia Sheriff's Office holds five (5) Sheriff Sales a month, including both Mortgage Sales and Tax Sales. As part of the process after a sale occurs, Deeds are processed in accordance with our standard workflow.

Sheriff Sale buyers who have purchased a property can use this brochure to learn more about our process for deeds leading up to e-recording by the Department of Records / County Recorder's Office.

THERE ARE TWO DIFFERENT TYPES OF PHILADELPHIA SHERIFF SALES

Mortgage Sales (occurs once a month):

Parties involved include the Plaintiff (Bank of lien holder), Defendant (Homeowner), the Attorney on the Writ (represents plaintiff), and the Potential Third-Party Purchaser (outside bidder).

Tax Sales (occurs four times a month):

Parties involved include the Plaintiff City of Philadelphia (Law Department, Linebarger, GRB, etc.), Defendant (Homeowner), and Third-Party Purchaser (required).

Typical Outcomes: The property is either postponed, sold, or stayed/canceled (based on payment plans, legal issues, or notice requirements).

Learn more about how a deed is processed after each type of sale and the common causes of delay.

MORTGAGE SALES

MORTGAGE SALE DEEDING WORKFLOW

1. The sale occurs on Bid4Assets.com.
2. Full payment is received.
3. Deeding instructions have been received from the plaintiff's attorney.
4. Funds are wired to the Sheriff's Office.
5. Sheriff's Office accounting reconciles receipt of funds.
6. Sheriff's Office enters buyer data and verifies compliance.
7. If verified, the file moves into the deed processing stage.
8. Sheriff's Office composes the deed internally.
9. The deed has been sent for the required signatures.
10. Final court acknowledgment/signature is completed.
11. Deed returns to the Sheriff's Office.
12. The deed is sent to the Department of Records/County Recorder's Office for e-recording.

Common Causes of Delay (Attorney on the Writ, AOW)

- (AOW) Payment not received promptly.
- (AOW) Deeding instructions missing.
- (AOW) Incorrect or incomplete legal description.
- (AOW / Third-Party Purchaser) A need for a deed correction.

Our Office has a 98% Deed Accuracy Rate

TAX SALES

TAX SALE DEEDING WORKFLOW

1. The sale occurs on Bid4Assets.com.
2. Buyer has 15 days to fully settle and submit a tax compliance certificate.
3. Bid4Assets reconciles the sale.
4. Funds are wired to the Sheriff's Office.
5. Sheriff's Office accounting reconciles receipt of funds.
6. Sheriff's Office enters buyer data and verifies compliance.
7. If verified, the file moves into the deed processing stage.
8. Sheriff's Office composes the deed internally.
9. The deed has been sent for the required signatures.
10. Final court acknowledgment/signature is completed.
11. Deed returns to the Sheriff's Office.
12. The deed is sent to the Department of Records/County Recorder's Office for e-recording.

Additional Delay Factors in Tax Sales

- Buyer fails to complete payment.
- Missing tax compliance certificate.
- Assignment of bid submitted late or incorrectly.
- Verification issues, i.e., documents.

Internal Deed Review Process for Mortgage & Tax Sales

- The Sheriff's Office emphasizes that deeds now have multiple verification layers before final signature and recording.
- Initial Deed Composition.
- Internal verification.
- Review before signature routing.
- Final review by leadership/signatories.
- Court acknowledgment before recording.