

**Sheriff Sale Information Sheet**  
**Randy Smith, Sheriff St. Tammany Parish**  
P.O. Box 1120, Covington, LA 70434  
Phone: 985-809-8236 Fax: 985-809-8286  
Web: [www.stpsso.com](http://www.stpsso.com) Email: [civil@stpsso.com](mailto:civil@stpsso.com)

Case Number: \_\_\_\_\_

Please provide the STPSO with a deposit and complete this form.

1. \$1250.00 deposit; \$500 for each additional piece of property beyond the first if sold in globo. \$1250 per property if sold separately.
2. When advertised would you like to use the full legal description? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please provide the description to be advertised. (See LA. R.S. 43:211). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Copy of Mortgage/Judgment if not attached to your petition as an Exhibit.
4. If you are foreclosing on multiple notes/mortgages, please provide the total writ amount: \_\_\_\_\_
5. \_\_\_\_\_ With Appraisal or \_\_\_\_\_ Without Appraisal
6. Names to be run on the Mortgage Certificate (Please list every form of the name(s) you wish to run):  
\_\_\_\_\_  
\_\_\_\_\_
7. Municipal Address(es) of the Property being seized: \_\_\_\_\_
8. Is this property vacant land? YES \_\_\_\_\_ NO \_\_\_\_\_
  - a. If yes, please provide a plot or subdivision map.
9. Is any part of the property located in a parish other than St. Tammany? YES \_\_\_\_\_ NO \_\_\_\_\_
  - a. If yes, name of other parish(es): \_\_\_\_\_
10. Is any part of the property rental property? YES \_\_\_\_\_ NO \_\_\_\_\_
  - a. If yes, do you want rent notices sent to tenants? YES \_\_\_\_\_ NO \_\_\_\_\_
    - i. If yes, please provide names of tenants (if known), unit numbers, rental amounts & due dates: \_\_\_\_\_  
\_\_\_\_\_
11. If the seized property is movable:
  - a. Keeper Name and Contact Information : \_\_\_\_\_
    - i. Note: If St. Tammany Parish Sheriff is NOT the Keeper, please complete and submit the Hold Harmless Form which can be found on our website.
  - b. Vehicle Identification Number (VIN): \_\_\_\_\_
12. Assessment Number(s): \_\_\_\_\_
13. Plaintiff Mailing Address: \_\_\_\_\_
14. Are you seizing the whole interest or partial interest? WHOLE \_\_\_\_\_ PARTIAL \_\_\_\_\_
15. Are you aware of any Federal Tax Liens? YES \_\_\_\_\_ NO \_\_\_\_\_
  - a. If yes, have you notified the IRS? YES \_\_\_\_\_ NO \_\_\_\_\_
16. If multiple properties are being foreclosed, do you want to sell them separately or in globo?  
SEPARATELY \_\_\_\_\_ IN GLOBO \_\_\_\_\_
17. Are you aware of any superior mortgage/judgments? YES \_\_\_\_\_ NO \_\_\_\_\_  
(TIP: Please assist by clearing prescribed or paid encumbrances off the Mortgage Certificate or our office will sell the property "Subject To" any and all prior liens.)
18. Please provide the payoff no later than the Monday before the sale date. The sale will be cancelled if not received by the close of business day the Monday prior to the sale.

\_\_\_\_\_  
Attorney for Plaintiff (signature)

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

Bar Roll Number \_\_\_\_\_

Email: \_\_\_\_\_