

KEN MORRIS
SHERIFF



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OFFICE OF THE SHERIFF
COUNTY OF MONROE
STROUDSBURG, PA 18360

PROPERTY OWNERS ASSOCIATION - DUES AND ASSESSMENT COLLECTION FORM

This completed form and an itemized statement of amount due the POA are REQUIRED in order to be included in Sheriff's Costs. Your itemized statement must include dates and reflect the TOTAL amount due the Association in the event there are excess proceeds to distribute.

Completed form(s) can be emailed to REAL.ESTATE.DIVISION@MONROECOUNTYPA.GOV, faxed to the above circled fax number or hand delivered to the office.

Sheriff's Sale Date: _____ (REQUIRED*)

***MUST be submitted no later than 2 weeks prior to each scheduled Sheriff's Sale date**

The Sheriff's Office will collect six months of association dues & assessments, along with interest & late charges, to be included in Sheriff's costs. An example of the six month period would be January 28, 2017 to July 27, 2017

Name of Association (POA): _____

Address of POA: _____

Name of Authorized contact person & phone #: _____

Declaration/Uninformed covenants Filed: _____

Date: _____ Recorded Volume: _____ Page: _____

No Declaration/Uninformed covenants Filed: _____

Date or dates that annual dues are billed: _____

Name of Property Owner(s): _____

Address of Property: _____

Tax Code # _____

Annual Dues: \$ _____ Monthly Amount \$ _____ (Annual ÷ 12)

- Please attach the itemized statement (including dates) of total amount due

Last six months Dues prior to sale \$ _____

Last six months Assessments prior to sale \$ _____

Last six months Late Fees, if applicable \$ _____

Last six months Interest, if applicable \$ _____

- Percentage charged _____%
- Attach a calculation showing this amount (required)

Total to collect with Sheriff's Costs \$ _____

POA Authorized Signature

Date