



PAUL R. VALTEAU, JR., CIVIL SHERIFF

Parish of Orleans

403 CIVIL COURTS BUILDING
421 LOYOLA AVENUE
NEW ORLEANS, LOUISIANA 70112
TEL. 504/523-6143

CASE NO.: _____

Dear Attorney:

In conjunction with your seizure of immovable property, this office would like to request that you provide the following:

- 1. \$1000 deposit; \$200.00 for each additional piece of property beyond two.
2. Copy of petition.
3. Acquisition COB and folio or instrument number. (do not provide MOB's or NA#'s)
4. Copy of Mortgage/Judgment.
5. Names in which you would like certificates to be run:

(Note: We recommend that you not run guarantors, limited partners, stockholders, etc., unless they are in the chain of title; we also recommend that you DO run assumptors/assumptees, subsequent/prior vendees necessary to fully reveal all encumbrances on the property. Please provide complete marital status for females.)

6. Municipal Number(s): _____

Please answer the following questions:

- 1. Is any of the property located in a parish other than Orleans? YES NO
2. Is any part of the property rental property? YES NO
If so, do you want rents seized? YES NO
If yes, provide listing of tenants and/or units:

3. List any special instructions or non-defendant parties you wish to be served:

4. Specify terms of sale:

- A. 10% down, balance within 30 days.
B. All Cash at moment of adjudication. (The plaintiff is also required to pay the full purchase price)
C. Other:

5. Are you seizing the whole interest or only a partial interest? WHOLE PARTIAL: What Fraction:

6. Are you aware of any Federal Tax Liens: YES NO
If yes, have you notified IRS? YES NO

7. What are the defendants' social security numbers? _____

8. Have the defendants alienated the property since your mortgage? YES NO
If yes, who are the vendees? _____

9. Do you want to use the short ad or the long ad? SHORT LONG

10. If multiple properties are being foreclosed on a single mortgage, do you want to sell them separately or in globo? SEPARATELY IN GLOBO
(See 616 So.2d 648 and 623 So.2d 143)

11. Are you aware of any superior mortgages/judgments? YES NO
If yes, please supply us with payouts.

TIP:

Please assist by clearing prescribed or paid encumbrances off the certificate.

ATTORNEY FOR PLAINTIFF (signature)

BAR. NO.