

**LOCAL RULE 6004**  
**Use, Sale or Lease of Property**

(a) *Descriptions of Real Property* - Motions, complaints, and orders filed in proceedings relating to the use, sale or lease of real property, or to liens upon such property shall contain both full and complete legal descriptions in recordable form and street addresses, if any, of the real property in question.

(b) *Report of Sale.*

(1) *Sale by a Chapter 7 Trustee* - The trustee shall file a report regarding the sale of all real or personal property, tangible or intangible, and shall serve a copy of the report on the debtor and the United States Trustee. The report shall include an itemized statement of the property sold, list of bidders, the name of each purchaser, and the price received for each item or lot or for the property as a whole, if sold in bulk, and shall further state the date, time and place of sale. The report shall include a calculation of compensation allowable under the order of appointment of any professional retained to effectuate the sale of the assets, and copies of the sale advertisement along with a summary listing of all sale expenses including but not limited to advertising expenses, sign expenses, labor, per item mailing expenses and postage expenses.

(2) *Sale by a Chapter 13 Debtor* - A chapter 13 debtor that sells real or personal property, tangible or intangible, shall provide a copy of the closing statement of the sale to the chapter 13 trustee within 14 days of the sale closing.