

Request for Release of Deed of Trust without Production

To use this form the owner of the indebtedness must be one of the following entities specified in 38-39-102 (3):

- A qualified holder of the evidence of debt.
- A holder of the evidence of debt submitting a corporate surety bond in lieu of the original.
- A title insurance company licensed and qualified in Colorado.
- A holder of the evidence of debt indemnifying the Public Trustee in lieu of the original evidence of debt.

How to fill out the request for release form to submit to the Public Trustee

- Mark if the Request is a FULL or PARTIAL Release.
- Enter the current date.
- The Grantor, Beneficiary and Deed of Trust dates and recording information must match exactly what is on the Deed of Trust.
- Enter the current address as requested or check the box if the current address is unknown.
- Fill in the County that will be Releasing the Deed of Trust.
- If this is a Partial Release, the legal description of what is being released must be entered in the space provided. If more space is needed, make the legal description a second page.
- The name and address of the Current Owner and Holder of the Indebtedness (Note) that is secured by the Deed of Trust being Released.
- Name, Title and address of the officer of the Current Owner and Holder of the Indebtedness. (This is the person(s) that will be signing the Request for Release form.)
- Signature of person(s) listed above, which must be notarized
- Above signatures must be notarized. The notary must fill in the information underneath the signatures, sign and affix their seal.

Send the form with the following:

- **Check for \$28** (for a one-page release) payable to Summit County Public Trustee. Any additional pages beyond one page will cost an additional \$5 per page
- A **valid, legible copy or the original recorded Deed of Trust** to the Public Trustee in the County the Deed of Trust was recorded.
- If box 3(b) is checked you must provide a Lost Instrument Bond; a Corporate Surety Bond.

NOTE:

- The request for release form must be printed on legal paper.
- The document return information must remain inside the box
- Please send postage paid, self addressed envelope to whomever you wish the recorded document and all other paperwork returned.