

Instructions for Request for Release By Owner of Indebtedness **With** Evidence of Debt

- The request for release form must be printed on legal-sized paper (8½ x 14)
- The document return information must remain inside the box

Filling out the form

- Mark if the request is a **full** or **partial** release
- Enter the current date
- The following information must come from the Deed of Trust and **must match exactly** what is on the Deed of Trust
 - name and complete address of the original grantor (borrower)
 - current address of the original grantor, assuming party, or current owner
 - name of the original beneficiary (lender)
 - date of Deed of Trust and date of Recording and/or Re-Recording of Deed of Trust
 - recording information
- 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, attach the legal description on a second page.
- Fill in the name and address of the current holder (lender) of the indebtedness (Note) that is secured by the Deed of Trust being released.
- Name, Title and address of the officer of the Current Holder (lender) of the Indebtedness. (This is the person(s) that will be signing the Request for Release form.
- Signature of person(s) listed above.
 - signatures must be notarized
 - notary **must** fill in the information underneath the signatures, sign and affix their seal.
- Please send this form along with a check for \$28 for a one-page release (if an additional page is required for the legal description the fee is \$5 per each additional page), the original note marked “paid in full”, and a **complete** copy or the original recorded Deed of Trust to the Public Trustee in the county where the Deed of Trust was recorded.

Instructions to the Public Trustee

Electronic release

If you are submitting your releases electronically only your signature and seal are needed at the bottom of the release.

Release by Paper Document

Create a label for your office to use. It will be placed in the bottom left hand corner of the release. Place your label on the release, sign and seal. Have notarized if necessary.

If you are still required to have your signature notarized your label should look like this:

If you are not required to have your signature notarized your label will look like this:

STATE OF COLORADO, COUNTY OF _____
The foregoing instrument was acknowledged before me on _____
By _____
As the (Deputy) Public Trustee of _____ County,
Colorado

Notary Public Witness my hand and seal

STATE OF COLORADO, COUNTY OF _____
Signed by _____, (Deputy) Public Trustee on _____
_____. (Notarization no longer required in
Colorado. Per Statute 38-35-106 C.R.S.)