INSTRUCTIONS FOR FILLING OUT A REQUEST FOR RELEASE BY OWNER OF INDEBTEDNESS WITH THE PRODUCTION OF EVIDENCE OF DEBT

THE REQUEST FOR RELEASE FORM MUST BE PRINTED ON LEGAL PAPER

THE DOCUMENT RETURN INFORMATION MUST REMAIN INSIDE THE BOX

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.
- *Above signatures <u>must</u> be notarized. The notary must fill in the information underneath the signatures, sign and affix their seal.

Please send this form with a check payable to Douglas County Public Trustee in the amount of \$28.00 for a one-page release (if you need to add an additional page for the legal it will cost an additional \$5 per page), the Original Note marked paid in full (including any Allonges, Endorsements or Assignments) and a valid, legible copy or the original recorded Deed of Trust and a pre-paid self-addressed envelope to return the documents and recorded Release.

Original Note and Deed of Trust Returned to: WHEN RECORDED RETURN TO:		
Prepared/Received by:		
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REQUEST FOR FULL / PARTIAL		
RELEASE OF DEED OF TRUST AND RELEASE BY HOLDE EVIDENCE OF DEBT PURSUANT TO § 38-39-102 (1) (a), COLORADO REVISE		EBT WITH PRODUCTION OF
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	Date Original Grantor (1	Borrower)
	Current Address of	f Original Grantor,
		, or Current Owner
Check here if current address is unkn	Original Beneficia	ry (Lender)
	 Date of Deed of Ti	mat
		and/or Re-Recording of Deed
	of Trust	C
County Rcpt. No. and/or Film No. and/or Book/Page No. and/or Torrens Reg. No.	Recording Information	ntion
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TO THE PUBLIC TRUSTEE OF COUNTY (The grantee to whom the above Deed of Trust should grant an interest in the property d	e County of the Public Trustee escribed in the Deed of Trust.	
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(If applicable, Name and Address of Person Creating New Legal Description as Required by § 38-35-106.5, Colorado Revised Statutes.)