



**TO THE COUNTY TREASURER OF DOUGLAS COUNTY, COLORADO:**

The undersigned, as the holder(s) of Treasurer's Tax Sale Certificate No. \_\_\_\_\_

Account No. \_\_\_\_\_ issued pursuant to the tax lien sale held on the

\_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_, for the \* taxes and/or \* special assessments

for the assessed year \_\_\_\_\_, hereby requests that you as County Treasurer give such notice and take

such proceedings as are required by law so that the undersigned may become entitled to a Treasurer's

Deed to the land(s), lot(s) or premises described in said Treasurer's Tax Sale Certificate, more

particularly described as follows, to-wit:

situate in the County of Douglas, State of Colorado.

Name(s)

Address:

County of Residence

Area Code/Phone#

Email Address

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Return to: Douglas County Treasurer  
Attn: Angie  
100 Third St. #120  
Castle Rock CO 80104  
(Ph# 303.660.7415)



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### **Procedure to Apply for a Treasurer's Deed**

**A Treasurer's Deed** may be issued **3 years** from the original date of the Tax Lien Certificate of Purchase (39-11-120)

**Subsequently assessed taxes be paid prior to issuance of the Treasurer's Deed.**

**(39-11-120).** If there are any prior or current year taxes due, the deed fee refund will be used towards payment of the taxes. If the tax due is more than the refund, the investor must pay to avoid a delay in issuing the Treasurer's Deed.

**Certificate Holder Must:**

- A. Complete a "Treasurer's Deed Application" form.
- B. Surrender the original Tax Lien Sale Certificate of Purchase, if held by the investor.
- C. Submit the \$500.00 Deed application fee (No interest is earned on the application fee).

**Application Process:**

- A. The property owner of record and if applicable any Senior Lien holders are notified of the Treasurer's Deed application by regular mail at the last known address and are given two weeks to redeem the lien before the Treasurer's Deed process continues.
- B. If the Tax Lien Sale Certificate of Purchase has not been redeemed by the end of the two-week deadline, the Treasurer's Deed will go forward. The Deed application fee will cover these costs (30-11-102):
  - 1) Title Search.
  - 2) Publication of Legal Notice in the Newspaper.
  - 3) Certified Mailing to all persons, companies whose names appear on the title search.
  - 4) Deed Fees.
- C. A title search is ordered and researched.
- D. Diligent inquiry is made from the title search, indicating all persons having an interest in the title record. An "Issuance of Treasurer's Deed" is completed and a notice is then published in the Newspaper, Douglas County editions. The notice will be published three (3) times at one-week intervals, will state the date of Deed issuance, and will list the names of those persons having an interest or title of record.
- E. Certified mailing of the newspaper notice is sent to the parties of interest whose names are published in the newspaper (39-11-128).
- F. At any time prior to the published Deed date and time, the property owner (or any person proving a vested interest in the property) may redeem the Tax Lien Sale Certificate of Purchase. This redemption does not constitute issuance of a "Treasurer's Deed" to the redeemer. The person or party redeeming the tax lien receives only a Certificate of Redemption.
- G. The only person who may be issued a "Treasurer's Deed" is the Certificate Holder.

**Any deposit money left over after the Deed is issued and all taxes are paid will be refunded. In the event of a redemption before issuance of the Deed, all deposit monies will be returned.**