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 for \$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 and a **valid**, **legible** copy or the original recorded Deed of Trust to the Public Trustee in the County the Deed of Trust was recorded.

WHEN RECORDED RETURN TO:			
Prepared/Received by:			
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REQUEST FOR FULL / PARTIAL			
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		Date Oil 10 (F)	
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			, or Current Owner
Check here if current	address is unkn		
		Original Beneficiar	y (Lender)
		Date of Deed of Tr	ust
			and/or Re-Recording of De
_		of Trust Recording Informa	tion
ounty Rcpt. No. and/or Film No. and/or Book/Page No. and/or Too	rrens Reg. No.	Recording informa	
O THE PUBLIC TRUSTEE OF	COUNTY (The	County of the Public Trustee	who is the appropriate
rantee to whom the above Deed of Trust should grant an interes			
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e property encumbered by the Deed of Trust as describ			
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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.)