

CHECKLIST FOR PREPARING PROPERTY BONDS

(This checklist must be signed and turned In with the required documents listed below)

Case No. _____ Defendant's Name _____

Property Address _____

Property Owner's Name _____

Contact's Name and Phone Number _____

Amount of Bond Set \$ _____

Required Documents:

Warranty or Quit Claim Deed, either the original or a certified copy (**Not** "Deed of Trust").

Most current paid **property tax receipt**.

Current Notice of Valuation of the property by the county assessor.

Written letter from the mortgage company (must be on company letterhead) or notarized statement from individual to whom the mortgage is owed, including a current balance (within the last six months). If the mortgage has been transferred to another lending institution, written documentation of the transfer is required.

Evidence of Title (also known as Ownership & Encumbrance Report) issued by a title insurance company or licensed agent; must be issued within the last 35 days and must include all liens or encumbrances against the property, or a statement that there are no liens or encumbrances against the property. **Note:** Titles and deeds are not considered collateral but are proof of ownership of the subject property.

Notice of Lien naming the "Clerk of Court, United States District Court, District of Colorado" as the claimant/beneficiary. The Notice of Lien, after approval by the U.S. District Court's judicial officer, must be recorded with the county clerk and the recorder in the county where the property is located before the release of the defendant. The signature of the property owner on the Notice of Lien must be notarized. Any recording and notary fees are to be paid by the defendant or property owners. The receipt confirming the recording of the Notice of Lien must be provided to the U.S. District Court for filing in the U.S. District Court case. The bond release hearing shall be scheduled **after** the receipt confirming the county's recording of the property lien has been filed. A courtesy Notice of Lien form is provided on the forms page of the district court's website. Please read the footnote in the Notice of Lien form.

The Available Equity (Current Value after subtracting the balance of all current mortgages and the balance of any liens and encumbrances) is

\$ _____

Signature of Counsel

Date _____