A L A M O S A C O U N T Y

Office of the Treasurer
Alamosa County
402 Edison Street
Alamosa, CO 81101
719-589-3626

Instructions for Filling in the Request for Release by Owner of Indebtedness WITH the production of Evidence of Debt to submit to the Public Trustee

Instructions:

1. The request for release form MUST be printed on legal sized paper.
2. The Document Return information must remain inside the box.
3. To use this form, the owner of the indebtedness must be an entity that can indemnify the public trustee according to C.R.S. 38-39-102(3.5)(a) and the owner must be an entity described in C.R.S. 38-39-102 (3.5)(b).

1. Mark if the Request is a FULL or PARTIAL Release
2. Enter the current date
3. The information for the next five (5) lines must come from the Deed of Trust and must match exactly what is on the Deed of Trust.
4. Fill in the County that will be Releasing the Deed of Trust
5. 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.
6. The name and address of the Current Owner and Holder of the Indebtedness (Note) that is secured by the Deed of Trust being Released.
7. Name, Title, and address of the officer of the Current Owner ad Holder of the Indebtedness. (This is the person(s) that will be signing the Request for Release form.
8. Signature of person(s) listed above.
9. Above signatures <u>must</u> be notarize. The notary MUST fill in the information underneath the signatures, sign and affix their seal.

Please send this form with a check for $26 (For a one-page release. If you need to add an additional page for the legal it will cost an additional $5 per page) 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.