INSTRUCTIONS
Request for Release by Owner of Indebtedness
WITH
Production of Evidence of Debt

This form must be printed on legal paper.

The Document return information must remain inside the box.

Completion of the form:

1. Mark if the request is a FULL or PARTIAL release.
2. Enter the current date.
3. The Grantor, Beneficiary and Deed of Trust dates and recording information must match **exactly** what is on the Deed of Trust.
4. Enter the current address as requested. The Clerk & Recorder's office will reject any release without a current address.
5. Fill in the county that will be releasing the Deed of Trust
6. **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.
7. The name and address of the current owner and Holder of the Indebtedness (Note) that is secured by the Deed of Trust being released.
8. 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.
9. Signature of person(s) listed above.
10. Above signatures must be notarized. The notary must fill in the information underneath the signatures, sign and affix their seal.

To record a release, please send:

- Release Form
- A check for $43.00 made payable to **Archuleta County Clerk and Recorder**,
- A check for $30.00 made payable to **Archuleta County Public Trustee**,
- **An adequately sized, stamped, self-addressed envelope**, addressed to the holder of the evidence of debt in which to return documents,
- The original **Note** marked paid in full,
- A **recorded, legible** copy or the original recorded Deed of Trust.*

The recorded release will be sent to the Original Grantor.

*Additional documentation may be required.

Original Note and Deed of Trust Returned to:
WHEN RECORDED RETURN TO:
Prepared/Received by:

REQUEST FOR FULL ☐ / PARTIAL ☐
RELEASE OF DEED OF TRUST AND RELEASE BY HOLDER OF THE EVIDENCE OF DEBT WITH PRODUCTION OF EVIDENCE OF DEBT PURSUANT TO § 38-39-102 (1) (a), COLORADO REVISED STATUTES

_____ Date
_____ Original Grantor (Borrower)
_____ Current Address of Original Grantor, Assuming Party, or Current Owner
_____ ☐ Check here if current address is unknown
_____ Original Beneficiary (Lender)
_____ Date of Deed of Trust
_____ Date of Recording and/or Re-Recording of Deed of Trust
_____ Recording Information
County Rcpt. No. and/or Film No. and/or Book/Page No. and/or Torrens Reg. No.

TO THE PUBLIC TRUSTEE OF _____ COUNTY (The County of the Public Trustee who is the appropriate grantee to whom the above Deed of Trust should grant an interest in the property described in the Deed of Trust.)

PLEASE EXECUTE AND RECORD A RELEASE OF THE DEED OF TRUST DESCRIBED ABOVE. The indebtedness secured by the Deed of Trust has been fully or partially paid and/or the purpose of the Deed of Trust has been fully or partially satisfied in regard to the property encumbered by the Deed of Trust as described therein as to a full release or, in the event of a partial release, only that portion of the real property described as: (***IF NO LEGAL DESCRIPTION IS LISTED THIS WILL BE DEEMED A FULL RELEASE)***

_____
_____
Name and Address of Current Holder of the Evidence of Debt Secured by Deed of Trust (Lender)

_____
Name, Title and Address of Officer, Agent, or Attorney of Current Holder

_____ _____
Signature Signature

State of _____ , County of _____
The foregoing Request for Release was acknowledged before me on _____ (date) by*
(Notary seal)

_____
_____
_____ Date Commission Expires
*If applicable, insert title of officer and name of current holder

_____
Notary Public Witness my hand and official seal

RELEASE OF DEED OF TRUST

WHEREAS, the Grantor(s) named above, by Deed of Trust, granted certain real property described in the Deed of Trust to the Public Trustee of the County referenced above, in the State of Colorado, to be held in trust to secure the payment of the indebtedness referred to therein; and

WHEREAS, the indebtedness secured by the Deed of Trust has been fully or partially paid and/or the purpose of the Deed of Trust has been fully or partially satisfied according to the written request of the current holder of the evidence of debt;

NOW THEREFORE, in consideration of the premises and the payment of the statutory sum, receipt of which is hereby acknowledged, I, as the Public Trustee in the County named above, do hereby fully and absolutely release, cancel and forever discharge the Deed of Trust or that portion of the real property described above in the Deed of Trust, together with all privileges and appurtenances thereto belonging.

_____
Public Trustee Date

(Public Trustee use only; use appropriate label)

(Public Trustee's Seal)

_____
Deputy Public Trustee Date

(If applicable: Notary Seal)

_____
(If applicable, Name and Address of Person Creating New Legal Description as Required by § 38-35-106.5, Colorado Revised Statutes.)

Rev. 09/09