



New Foreclosure Package Checklist

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The following documentation is required to initiate the foreclosure process with the Larimer County Public Trustee's Office. Public Trustee foreclosures can only be done in the county where the property lies and only if the Public Trustee is named on the Deed of Trust. **Failure to provide any of the required documentation will result in a rejection the foreclosure package, and it must be resubmitted.** C.R.S. 38-38-101(1).

- ☐ **\$1,100.00 Deposit Check or ACH Payment** Please make checks payable to Larimer County Public Trustee. C.R.S. 38-38-101 (10) (\$800 Fee Deposit + \$300 PT Fee = \$1,100.00)
 - If the original principal is over \$500,000.00, the PT Fee will be calculated at 1/16th of 1% of either the original principal balance or the outstanding principal balance, whichever is less. The total deposit will then be \$800 + PT Fee. [A Public Trustee fee chart is available here.](#)
 - All deposit refunds, cure payments, and sale funds will be processed via ACH. Written authorization is required for ACH payments. Our [ACH Authorization form can be downloaded here.](#)
- ☐ **Notice of Election and Demand for Sale** (signed with the attorney's bar number included). C.R.S. 38-38-101 (1) (a) and 38-38-101 (4).
- ☐ **Original Deed of Trust, Certified Copy of Deed of Trust, or a copy of Deed of Trust** (*must be the complete document*) C.R.S. 38-38-101(c)
- ☐ **Original Promissory Note** (C.R.S. 38-38-101 (b)) OR Copy of Promissory Copy attached with certification of the owner and holder of the Evidence of Debt 38-38-101 (2) 38-38-100.3 (20)
 - If no Promissory Note is provided, a Corporate Surety Bond / Lost Instrument Bond ([download a checklist here](#)) must be provided. C.R.S. 38-38-101 (b) (l)
- ☐ **Certificate of Ownership.** C.R.S. 38-38-101 (g)
- ☐ **A Mailing List.** C.R.S. 38-38-101 (e)
- ☐ **Loan Servicer Statement, if applicable.** C.R.S. 38-38-101 (f.5)
- ☐ **Cover Sheet**, which may include the information regarding the Certificate of Ownership and Loan Servicer in lieu of separate statements - *OPTIONAL*
- ☐ **Assignments, Scrivener's Error Affidavit, or Loan Modification, if applicable.**
 - Scrivener's Error Affidavits and Loan Modifications will be notated on the Notice of Election and Demand
- ☐ **GTS Foreclosure Data Import Template** ([Excel document](#))
- ☐ **Receipt** for our execution, acknowledging receipt of the above noted documents – *OPTIONAL*

PLEASE NOTE: The Public Trustee generates the Combined Notice (C.R.S. 38-38-101 (1) (d)) to be sent to the provided mailing list. Your initial fees and costs include the mailing of this document and related statutes.