



# Lost Instrument Bond Checklist

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For non-qualified holders, if the original promissory note has been lost, a **Lost Instrument Bond** must be finished to execute a Release of Deed

A **Lost Instrument Bond** ((C.R.S. 38-39-102(3)) is a Corporate Surety Bond issued by a company authorized to issue such bonds in the State of Colorado. Please contact your insurance company or complete additional research for further assistance with this matter.

**Failure to provide any of the following may result in rejection of the bond and request for release.**

- The bond should include:
  - ☐ The holder of the evidence of debt (lender) listed as principal
  - ☐ The public trustee of Larimer County is listed as obligee (the property must be in Larimer County)
  - ☐ The grantor (beneficiary) name that matches the original parties to the Deed of Trust
  - ☐ An effective date of the bond
  - ☐ A valid through or expiration date for that bond that is good for at least six (6) years from the effective date
  - ☐ A value equal to 1.5 times the original principal amount of the evidence of debt stated in the Deed of Trust
  - ☐ The Recording Date and Reception Number from the Deed of Trust
  - ☐ Signature of the Principal
  - ☐ Signature of the Attorney-in-Fact (for the Insurance Company)
  - ☐ Corporate Seal
- Additional Documents to be provided with the bond:
  - ☐ A notarized Power of Attorney (POA) for the insurance company (signed by all appropriate parties)
  - ☐ All other documents as noted on the Release of Deed Documentation Checklist, including a completed Release of Deed of Trust Form Without Production of Evidence (check box 'B')  
[http://www.e-ccta.org/Public\\_Trustee/Public\\_Trustee\\_forms\\_page.htm](http://www.e-ccta.org/Public_Trustee/Public_Trustee_forms_page.htm)
- Check payable to **Larimer County Public Trustee**
  - ☐ Includes Release Fees and Recording Fees for the Release of Deed form, the Lost Instrument Bond, and the POA
    - Release fee: \$15
    - Recording fee (first page): \$13
    - Recording fee for additional pages: \$5 each