



OFFICE OF THE SUMMIT COUNTY SHERIFF

To Whom It May Concern:

In regard to the Foreclosure Sales Statute changes effective January 1, 2008, I will need the following documents in order to initiate a Sheriff's Sale of real property:

1. Letter of instruction directing the Sheriff's Sale.
2. Writ of Execution or Judgment and Decree of Foreclosure issued by the court.
3. A recorded copy of the Lis Pendens (necessary for establishing redemption rights).
4. Certificate of Levy or court order waiving levy and Notice of Levy.
5. Indemnity Bond double the value of the judgment (only for sale of personal property- Does not apply to real property)
6. Combined Notice of Sheriff Sale, Right to Cure, and Right to Redeem with Certificate of Mailing.
7. Mailing List (starts foreclosure timeline).
8. Homestead Affidavits. If Homestead applies, must comply with the requirements of statute 38-41-206.
9. Copy of Colorado Revised Statutes pertaining to Sheriff's Sale (enough copies for all listed on the mailing list as well as one copy for our files).
10. Include stamped, self-addressed envelopes – one set for each of the names on the mailing list. **Please note that the postage on ALL envelopes should be appropriate for large envelopes 15" long x 12" high x 3/4" thick. (Be sure that the return address is that of the Summit County Sheriff's Office, P.O. Box 210, Breckenridge, CO 80424).**
11. Sheriff's Certificate of Purchase.
12. Sheriff's Confirmation Deed.
13. Check for \$200.00 to initiate Sheriff's Sale. Another check payable to the Summit County Clerk & Recorder for recordation of Certificate of Levy or Judgment and Decree of Foreclosure. Fee for first page if \$6.00 and \$5.00 for each additional page.

After the initial documents are received, I will send you a letter stating the publication dates and the sale date. I will also inform you at that time what other documents will be required in the sale process.

Thank you for your attention to this matter. Please contact me at 970-423-8901 if I can be of further assistance.

Sincerely,

Erin Opsahl
Civil Clerk

SHERIFF
John G. Minor

UNDERSHERIFF
Derek Woodman

DIVISION COMMANDERS
Captain Jaime FitzSimons
Patrol / Investigations
Captain Erik Bourgerie
Jail/Civil

ADMINISTRATION
Mary Jo Van Houdt
Paulette Horr
Pam Henderson

RECORDS
Mary Probst
Cecilia De Los Santos

PATROL SUPERVISORS
Sgt. Bryon Colvin
Sgt. Dave Martinez
Sgt. Rachel Dunaway
Sgt. Brian Smith

JAIL SUPERVISORS
Sr. Sgt. Tom Tilka
Sr. Sgt. Cheryl Giordano
Sr. Sgt. Cynthia Gilbert
Sgt. James Schaffer

SPECIAL OPERATIONS
Sgt. Cale Osborn

EMERGENCY SERVICES
Sr. Sgt. Joel Cochran

**ANIMAL CONTROL and
SHELTER**
Nancy J. Ring
Lesley Hall
Lyn Manton-Krueger

*"Serving Our
Community"*