



San Miguel County Sheriff's Office

684 CR 63L Telluride, Colorado, 81435

William S. Masters, Sheriff

"Upholding Liberty and Personal Responsibility"

To Whom It May Concern:

The following documents are required 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. All documents should be emailed as Microsoft Word Document. I will send them back as a PDF once the blanks are filled in with our information. To start: the Combined Notice of Sheriff Sale for Publication and Combined Notice of Sale and Right to Cure, and Right to Redeem (please email to kristic@sanmiguelsheriff.org) along with Certificate of Mailing. I will make appropriate changes and sign and email back to you, to in turn mail me copies back or we charge \$.25 to make copies.
7. Mailing List (starts foreclosure timeline).
8. Copy of Colorado Revised Statutes pertaining to Sheriff's Sale (enough copies for all listed parties on the mailing list as well as one copy for our files)or I will make copies of the *signed* Combined Notice of Sale and Right to Cure and Right to Redeem that will be sent to the mailing list at \$.25 a copy
9. Affidavit regarding homestead, or if homestead does not apply, a letter signed by the attorney explaining why homestead does not. C.R.S. 38-41-206. I have also seen this waived in the Decree or Writ.
10. Include at least (2oz.), stamped self-addressed envelopes- one set for each of the names on the mailing list. Return address:
San Miguel County Sheriff's Office
684 CR 63L
Telluride, CO 81435
11. Sheriff's Certificate of Purchase.
12. Sheriff's Confirmation Deed (only issued upon written request C.R.S. 38-38-501).
13. Report and Return of Sheriff
14. Check for \$200 to initiate Sheriff's Sale. Another check payable to San Miguel County Clerk and Recorder for recording of Certificate of Levy. Fee for first page is \$11.00 and \$5.00 for each additional page. (If applicable). There will be a \$.25 copy charge for each paper copied.

After the initial documents are received, I will contact you with publication dates and the sale date.

Please Contact me if you have any questions (970)369-8624.

Sincerely,
Kristi Covault
Civil Deputy

