

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.

For a **one-page** release, please send:

- This form
- A check for \$13.00 made payable to **Archuleta County Clerk and Recorder,**
- A check for \$15.00 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.*

For a **multiple-page** release, please send:

- This form
- A check for \$13.00 plus an **additional \$5.00 for each additional page** made payable to **Archuleta County Clerk and Recorder,**
- A check for \$15.00 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.