

Bidding in Jefferson County

By law, a lender must submit a written bid to the Public Trustee's office by noon two business days prior to the sale if they intend to take the property to sale. To find out the lender's minimum bid, you will need to visit our Web site or in person at the Public Trustee's office, or if you are a subscriber, via URL, after 2:00 p.m. on Tuesday. This information is not available over the phone. You can determine the status of a particular foreclosure using the Jefferson County Public Trustee's county Web site <http://jeffco.us/pubtrust> and click the link to the property record search at <http://ww14.co.jefferson.co.us/ptsearch/> or from the continuation report posted after 2:00 p.m. in our office or via our URL if you are a subscriber.

Acceptable Funds

1. Prior to sale, you need to obtain a cashiers check(s) or certified funds in the amount of your bid. You may have more than one certified check for your bid amount. Your check(s) must be made payable to the Jefferson County Public Trustee.
2. The funds may also be sent by verifiable wire transfer, for the wire fee of \$10.00 to the Public Trustee's account the day before the sale. If you are the unsuccessful bidder, we will issue a refund or wire the funds back to you for the wire fee of \$15.00.
3. Cash is not recommended, but will be accepted. Successful bidders who wish to use cash must complete all necessary Internal Revenue Service documents at the time of sale. These forms are available in the Public Trustee's office.

Sale Instructions

Sales are held in the Office of the Public Trustee, 100 Jefferson County Parkway, Suite 1540, Golden, Colorado at 10:00 a.m. on Wednesdays.

Please be aware that this is a legal proceeding set for 10:00 a.m. and the sale will not be delayed. If you are unprepared at that time, we invite you to stay and observe the proceedings.

1. Arrive no later than 9:45 a.m. and sign in immediately upon arrival.
2. To sign in Complete an Overbidder's Contact Information form for **each file** that you plan to bid on. This form is the Overbidder's Contact Brochure available at the Office of the Public Trustee.
3. Have a separate check for each file on which you intend to bid.
4. We will read the sale notice, the written bid from the lender and ask for any other bids. At that time, you need to announce your name and your bid. No bid increase can be less than \$1.00. In the event of competitive bidding, you will be expected to tender funds sufficient to cover your **bid at the time of the sale.**
5. If you tender funds in excess of the amount bid, we will refund the excess to the Certificate of Purchase holder the next day. A Certificate of Purchase will be recorded only to the name indicated on the Overbidder's Contact Information form; however, Certificates of Purchase are assignable.

The Public Trustee's office does not have information on other liens. You must do your own research prior to entering your bid, sales are final.

If you are the Successful Bidder:

Redemption

If a junior lien holder desires to exercise their right of redemption you will be contacted by the office of the Public Trustee. At this time you will need to provide the office with a written payoff statement that includes the bid amount, interest calculated at the Promissory Note rate and additional expenses allowed by statute. **If this office is unable to reach you at the phone number you provide or if you do not provide figures in the legal time, we will calculate figures. You will be asked to provide receipts to the Public Trustee's office as evidence of your payment of an allowable expense.**

This brochure pertains to Public Trustee sales in Jefferson County, Colorado. If you are interested in bidding in another county, please contact that county for information on their sale procedures.

NOTE: These instructions are only for Election & Demands that were recorded after 1/1/2008. For files prior refer to the brochures prior to 1/1/2008.