



MARK LOWDERMAN  
EL PASO COUNTY  
PUBLIC TRUSTEE

---

## EL PASO COUNTY PUBLIC TRUSTEE POLICIES

1. No cell phone usage within the office or reception area, or at sale. Please step into the hallway to make or receive calls.
2. Deeds of trust will be released while you wait only if you are a private party. Releases requested by institutions will be processed roughly in the order received, whether they are dropped off or mailed in. The one exception to this rule will be for partial releases with production of the evidence of debt. Such releases will be processed by 9:00 on the following business day and held for pick-up.
3. We do not keep records on the releases of deeds of trust. It is not feasible to look for a specific release request. Check the Clerk and Recorder's website to see if your request for release has been reviewed and recorded -- <https://clerkandrecorder.elpasoco.com/recording/>.
4. El Paso County Public Trustee's Online Auction will be held on Wednesdays at 10:00AM Mountain Time. The El Paso County Public Trustee has contracted with RealAuction.com to host their online auction. Parties interested in bidding must register at <https://elpasoco.realforeclose.com>. Bidders must register at least one business day before the foreclosure auction. RealAuction.com offers free training classes, register by calling (877)361-7325 or emailing [customerservice@realauction.com](mailto:customerservice@realauction.com). A deposit of 10 percent of the Bidder's anticipated high bid on each property the Bidder intends to bid on is due to El Paso County Public Trustee's office by **4:30PM the day before** the auction. If a remaining balance is due (an amount beyond the amount of the deposited funds described above), all final payments must be delivered to the Public Trustee's office by wire transfer, cash, or certified funds (certified check, cashier's check, or teller's check) in a timely manner to allow for the receipt of funds and the update of the bidder's account balance to complete the purchase by **2:00 p.m. (Mountain Time) the day of the auction**. All funds must be drawn from a US Financial institution and no foreign currency is accepted.
5. Per statute (C.R.S. 38-37-108), all payments made for redemption, cure, or purchase at sale "shall be in the form of cash, electronic transfer to an account of the public trustee available for such purpose, or certified check, cashier's check, teller's check, or draft denominated as an official check that is a teller's check or a cashier's check as those terms are defined in and governed by the "Uniform Commercial Code", title 4, C.R.S., made payable to the public trustee, and certified or issued by a state-chartered bank, savings and loan association, or credit union licensed to do business in the state of Colorado or a federally chartered bank, savings bank, or credit union." No exceptions.
6. If a refund is owed to you from a cure, redemption, or sales payment, that refund will be tendered on the fourth business day after the funds were deposited, unless we have reason to believe that additional time is necessary to verify clearance of funds.
7. Any discussions with other bidders need to be done outside this office and not during the sale. Bidders will not conduct financial transactions with other bidders at the sale or in this office at any time.
8. Neither the Public Trustee nor his/her deputies may give legal advice.
9. Neither the Public Trustee nor his/her deputies may recommend specific attorneys, title companies, or any other service provider.
10. Neither the Public Trustee nor his/her deputies will verify the order of liens on any property. For information on that, contact the Clerk and Recorder -- <https://clerkandrecorder.elpasoco.com/recording/>
11. We do not offer foreclosure counseling. Call the Colorado Foreclosure Hotline at 877-601-HOPE.
12. We charge 25 cents per page for all copies. We do not provide change without a transaction.
13. Unless the documents have separately been recorded, we will record supplemental information as additional pages to Releases of Deeds of Trust and Public Trustee Confirmation Deeds. Examples of such documents include powers of attorney, lost instrument bonds, and assignments of Certificates of Purchase or Redemption. There will be an additional \$5 per page charge for the recording. We strongly encourage the separate recording of an assignment of a Certificate of Purchase or Redemption, and will be happy to record it for the recording fee of \$13 for the first page and \$5 for each additional page.

14. Our business hours are 8:00 to 5:00 weekdays, except legal holidays.