

JAIME FITZSIMONS  
SHERIFF



PETER HAYNES  
UNDERSHERIFF

## OFFICE OF THE SUMMIT COUNTY SHERIFF

501 North Park Avenue ▪ PO Box 210 ▪ Breckenridge, Colorado 80424  
Office: (970) 453-2232 ▪ Fax: (970) 453-7329 ▪ [www.SummitSheriffCO.com](http://www.SummitSheriffCO.com)

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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. Microsoft Word document of the Combined Notice of Sheriff Sale, Right to Cure, and Right to Redeem (please email to [CivilInfo@SummitCountyco.gov](mailto:CivilInfo@SummitCountyco.gov)) and Certificate of Mailing.
7. Mailing List (starts foreclosure timeline).
8. Homestead Affidavits. If Homestead applies, must comply with the requirements of C.R.S. 38-41-206.
9. 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).
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, Civil Division, P.O. Box 210, Breckenridge, CO 80424).**
11. Sheriff's Certificate of Purchase (issued & recorded no later than five business days after the sale C.R.S. 38-38-401(1)).
12. Sheriff's Confirmation Deed (only issued upon written request C.R.S. 38-38-501).
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. Fee for first page is \$13.00 and \$5.00 for each additional page.

After the initial documents are received, we will send you a letter stating the publication dates and the sale date.

Please contact the Civil Division at 970-423-8900 if we can be of further assistance.

Sincerely,  
Summit County Sheriff's Office Civil Division