Liens and Payoff Worksheet

Use this to list every lien on a Colorado house, the written payoff for each and what is left before you decide how to sell. Fill it in from your own records. It uses no assumed amounts.

Property address: _____ Date: _____ Prepared by: _____

	Your figure or answer
A. FIND THE LIENS	
1. Title search or commitment ordered (date, company)	
2. Property tax record checked (county, parcel number, balance due)	
3. Court judgments or IRS notices about the house (court or agency, date)	
B. EACH LIEN AND ITS PAYOFF	
4. First mortgage: lender, payoff amount, payoff good through date	
5. Home equity loan or line (second lien): lender, payoff, date	
6. Past-due property taxes: amount with interest, treasurer contact	
7. Recorded judgment: creditor, amount, county and date recorded	
8. Federal tax lien: amount, discharge or release plan	
9. Any other lien: type, holder, amount	
C. THE NUMBERS	
10. Total of all payoffs	
11. Written opinion of value	
12. Estimated selling costs	
13. Left after payoffs and costs (or shortfall)	
D. RELEASES	
14. Written release requested from each lienholder (date)	
15. Releases recorded or confirmed by the title company (date)	
E. QUESTIONS	
16. Questions for a Colorado attorney, tax advisor or title company	

Remember: Colorado's statute says the lien for property taxes has priority over all other liens until the taxes are paid. A recorded judgment becomes a lien on real estate in that county for six years unless it is revived. Ask each lienholder for a written payoff dated close to closing and confirm every release is recorded.

General information only, not legal advice. Laws change and depend on your situation. Confirm everything with a Colorado attorney or another qualified professional before you act.

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