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How to Complete Your Colorado Personal Representative's Deed

Personal Representative's Deed (Colorado Probate Code)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. A personal representative (executor) of a Colorado estate uses this deed to sell estate real estate or distribute it to an heir or devisee.

1. **Who signs**
   The court-appointed personal representative. Have a recent copy of your Letters of administration ready; title companies require it.
2. **Fill in the estate and grantee (Page 1)**
   Enter the case number and court, choose sale or distribution, and enter the grantee's legal address.
3. **Sign before a notary (Page 3)**
   Bring a current, government-issued photo ID.

After It's Signed

- Record the original with the county clerk and recorder of the county where the property is located. A Real Property Transfer Declaration (TD-1000) is required for sales over $500.
- A deed form does not prove who owns the property or whether there are liens. For a sale or loan, a title company and title insurance are strongly recommended.

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Have questions about this document? To consult with an attorney, contact **Gavrilov & Brooks Law Firm**, Colorado Springs office: 18 N. Sierra Madre St., Suite D, Colorado Springs, CO 80903, **(719) 419-9777**, or **www.gavrilovlaw.com**. Attorneys licensed in California, Nevada, and other states.

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After recording, return to:

Name and address

State Documentary Fee:

$ (for clerk use; due on consideration over $500)

PERSONAL REPRESENTATIVE'S DEED

(Colorado Probate Code, C.R.S. 15-12-711 and 15-12-907)

Name of personal representative

Address

as Personal Representative of the Estate of

Name of decedent, deceased

Court case number

District Court of (county), Colorado

Grantor (check one):

sells and conveys (sale) to

conveys and distributes (distribution to an heir or devisee) to

Name(s) of grantee(s)

whose legal address is

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the following real property in the County of

County

State of Colorado:

Legal description

Also known as (street address)

Parcel / schedule number

with all its appurtenances. This deed is executed under the powers conferred on the personal representative by the Colorado Probate Code, and the personal representative was duly appointed and is acting in that capacity. If a distribution, the grantee is a person entitled to the property.

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Date

X

Personal Representative

Printed name

NOTARY ACKNOWLEDGMENT

STATE OF COLORADO)
) ss.
COUNTY OF)

This document was acknowledged before me on

(date) by (name)

as Personal Representative of the Estate of the decedent named above.

X

Notary Public

(Notary seal)

Notary's printed name

Notary ID number

My commission expires

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