

REQUIREMENTS FOR RELEASING PROPERTY DECEASED OWNER

- **We Need ONE** of the following Executor Documents:
- *a. Notarized “COLLECTION OF PROPERTY BY AFFIDAVIT PURSUANT TO 15-12-1201, C.R.S. or other qualifying probate document authorizing beneficiary/executor of the Estate.
 - b. Estate Document (Will or Trust) stating named beneficiary/executor
 - c. If Court Appointed Successor has been designated, they must provide Collection of Personal Property by Affidavit pursuant to C.R.S. 15-12-1201 listing the appointed Successor and the name of the Decedent.
 - d. If executor is designating another claimant, we will need a Power of Attorney signed by executor, along with one of the above supporting executor documents listing name of executor.

*a. Instructions for obtaining a. above:

- Court Website: www.courts.state.co.us
- The website has many resources for individuals navigating the estate process
- Click on “Self Help/Forms”
- Choose a category: “All Court Forms and Instructions”
- Choose: “Trusts, Estates, Wills” category
- Left side of page, under Choose a subcategory:
 - New Case
 - Affidavit for Collection of Personal Property

The form is available in various formats and instructions are on the site. We can also email/print the form for the citizen. **Out-of-State claimants can obtain the form online and have notarized in their state!**

➤ **AND ALL of the following:**

1. Original Death Certificate or Deferred Death Certification from the El Paso County Office of Vital Statistics. Website:
<http://www.elpasocountyhealth.org/service/birth-death-records>
 - a. We can accept a notarized copy.
 - b. This document must be attached to filed probate documents also.
2. Valid Photo ID
3. Other Proof of Ownership may be required (ex. vehicles, firearms, etc). The Evidence/Impound units will inform you of any additional requirements.

El Paso County Combined Courts

Phone: (719) 452-5000, Option 5 for Probate, then Option 1 for Executorship
Address: 270 S. Tejon, Room 101