

**FORECLOSURE BY SALE
COMMITTEE REPORT**

JD-CV-75 Rev. 5-24

For information on ADA accommodations, contact the Centralized ADA Office at 860-706-5310 or go to: www.jud.ct.gov/ADA/

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STATE OF CONNECTICUT
JUDICIAL BRANCH
SUPERIOR COURT
www.jud.ct.gov



Instructions to Committee: Complete and file with the court at completion of sale.

Name of case (First-named Plaintiff vs. First-named Defendant) _____ Docket number _____
Judicial District of _____ Date _____

Your committee received notice from the court and opened a file on _____.

The bar date was _____ (date before which no fees or expenses are to be incurred).

Your committee then:

- (1) Prepared and filed an appearance on _____.
- (2) Reviewed the court file on the Judicial Branch website or at the court on _____.
- (3) Contacted plaintiff's attorney requesting a copy of the complaint, title search and appraisal on _____.
- (4) Ordered a title search on _____.
- (5) Drafted the notice for the website and posted it at www.jud.ct.gov/e-services on _____.
- (6) Drafted language for the sign and ordered the sign on _____.
- (7) The sign was erected on _____ Re-erected on _____.
- (8) Examined the premises on _____ and determined sign was in place not in place
- (9) Prepared the foreclosure sale notice and e-mailed or faxed it to (name of newspaper) _____ on _____ or not applicable.
- (10) Received confirmation of receipt of notice from the (name of newspaper) _____ on _____ or not applicable.
- (11) Instructions to the appraiser on _____.
- (12) Ordered liability insurance on _____.
- (13) Prepared a fact sheet on _____.
- (14) The appraiser's report was received on _____.
- (15) Fair market value was determined to be \$ _____ which was above below same as value found at judgment.
- (16) Prepared the following for the date of the sale: (Select as appropriate)
 - Fact Sheet - Notice to Bidders
 - Bid sign-up sheet
 - Bidding numbers
 - Bidding List
 - Sales Agreement
- (17) Received _____ inquiries from interested parties to date of sale.
- (18) The legal notice was published in the newspaper on _____ and on _____ and commenced running on the Judicial Branch website on _____.

(19) On the date of sale:

A. Arrived at property at _____ a.m.

B. Weather conditions: Good Raining Snowing

Describe:

C. Access to premises: Yes No

Describe:

D. Condition of the Premises:

Exterior: Poor Fair Good

Interior: Poor Fair Good Unknown

E. Were the premises occupied? Yes No

Number of units _____ out of _____

F. Was a locksmith hired? Yes No

If yes, explain why:

G. Was a police officer hired? Yes No

If yes, explain why:

H. Number of people who inspected the property: _____

Number of people who signed to bid: _____

Opening bid: \$ _____

Closing bid: \$ _____

Number of bids: _____

I. Extraordinary circumstances:
Describe:

Post Auction:

Delivered check to court on _____
 Prepared Motions for Approval of Committee Sale,
 Approval of Committee Deed, Acceptance of
 Committee Report, Allowance of Fees and Expenses,
 Allowance of Appraiser's Fees and filed these on _____
 Prepared and filed Affidavit for Committee Fees on _____

Exhibits:

- A. Picture of Sign
- B. Copy of Advertisement(s)
- C. Confirmation of on-line advertisement
- D. Fact Sheet - Notice to Bidders
- E. List of Bidders
- F. Bid Sheet
- G. Sales Agreement
- H. List of Phone Calls

Bills for:

- I. Sign
- J. Advertisement
- K. Insurance
- L. Locksmith
- M. Police Officer
- N. Title Search
- O. Appraisal

Expenses

Title Search fee	_____
Sign	_____
Appraiser's Fee	_____
Liability Insurance	_____
Advertisement (if applicable)	_____
Locksmith (if applicable)	_____
Police Officer (if applicable)	_____
TOTAL	_____

Committee

Certification

I certify that a copy of this document was or will immediately be mailed or delivered electronically or non-electronically on (date)_____ to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties of record who received or will immediately be receiving electronic delivery.
 Name and address of each party and attorney that copy was or will be mailed or delivered to*

*If necessary, attach additional sheet or sheets with name and address which the copy was or will be mailed or delivered to.

Signed (Signature of filer) ▶	Print or type name of person signing	Date signed
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