LIST OF CHAPTERS

VOLUME 1

Chapter 1 BROKER LISTING DOCUMENTS

Chapter 2 CONTRACTS TO BUY AND SELL

Chapter 3 CONTRACTS FOR I.R.C. § 1031 EXCHANGES

Chapter 4 DEEDS

VOLUME 2

Chapter 5 LEASES

Chapter 6 EASEMENTS

Chapter 7 PROMISSORY NOTES

Chapter 8 DEEDS OF TRUST

Chapter 9 CLOSING DOCUMENTS

Chapter 10 FORCIBLE ENTRY AND DETAINER (EVICTIONS)

Chapter 11 MECHANICS' LIENS

TABLE OF CONTENTS

VOLUME 1

Chapter 1 BROKER LISTING DOCUMENTS

§ 1.1 INTRODUCTION

- § 1.1.1—General Concept
- § 1.1.2—Regulation Of Brokers' Use Of Forms
- § 1.1.3—Terminology

§ 1.2 FORMS

- Form 1A—Exclusive Right-To-Sell Listing Contract
- Form 1B—Exclusive Right-To-Buy Listing Contract
- Form 1C—Exclusive Right-To-Lease Listing Contract
- Form 1D—Exclusive Tenant Listing Contract
- Form 1E—Agreement To Amend/Extend Contract With Broker
- Form 1F—Inspection Objection Notice
- Form 1G—Inspection Resolution
- Form 1H—Notice To Terminate
- Form 1I—Definitions Of Working Relationships
- Form 1J—Brokerage Disclosure To Buyer Definitions Of Working Relationships
- Form 1K—Brokerage Disclosure To Landlord Definitions Of Working Relationships
- Form 1L—Brokerage Duties Addendum To Property Management Agreement
- Form 1M—Change Of Status Transaction-Brokerage Disclosure
- Form 1N—Brokerage Duties Disclosure To Seller (REO And Non-CREC Approved Listing Agreements)
- Form 10—Lead-Based Paint Obligations Of Seller
- Form 1P—Lead-Based Paint Obligations Of Landlord
- Form 1Q—Lead-Based Paint Disclosure (Sales)
- Form 1R—Lead-Based Paint Disclosure (Rentals)

Chapter 2 CONTRACTS TO BUY AND SELL

§ 2.1 INTRODUCTION

- § 2.1.1—Form Versus Custom Contract
- § 2.1.2—Powerful Tools
- § 2.1.3—Basic Guidelines For Use

§ 2.2 FORMS

- Form 2A—Contract To Buy And Sell Real Estate (Residential)
- Form 2B—Contract To Buy And Sell Real Estate (Income Residential)
- Form 2C—Contract To Buy And Sell Real Estate (Commercial)
- Form 2D—Contract To Buy And Sell Real Estate (Land)
- Form 2E—Contract To Buy And Sell Real Estate (Residential) Colorado Foreclosure Protection Act
- Form 2F—Counterproposal
- Form 2G—Agreement To Amend/Extend Contract
- Form 2H—Short Sale Addendum
- Form 2I—Licensee Buy-Out Addendum To Contract To Buy And Sell Real Estate
- Form 2J—Post-Closing Occupancy Agreement

Chapter 3 CONTRACTS FOR I.R.C. § 1031 EXCHANGES

§ 3.1 INTRODUCTION

§ 3.2 FORMS

- Form 3A—Contract To Exchange Real Estate (For All Types Of Real Properties) (Simultaneous Exchange)
- Form 3B—Exchange Addendum To Contract To Buy And Sell Real Estate

Chapter 4 DEEDS

§ 4.1 INTRODUCTION

- § 4.1.1—Deed Structure
- § 4.1.2—Parties And Property
- § 4.1.3—Execution, Delivery, And Acceptance
- § 4.1.4—Acknowledgment
- § 4.1.5—Deed Forms
- § 4.1.6—Reservations And Exceptions

§ 4.2 FORMS

- Form 4A—Special Warranty Deed (Individual Or Tenants In Common)
- Form 4B—Special Warranty Deed (From A Corporation)
- Form 4C—Confirmation Deed (Public Trustee's Sale)
- Form 4D—Warranty Deed (From A Corporation)
- Form 4E—Warranty Deed (From A Partnership)
- Form 4F—Personal Representative's Deed (Sale)

TOC-4 (5/17)

Table of Contents

Form 4G—Personal Representative's Deed Of Distribution

Form 4H—Beneficiary Deed

Form 4I—Revocation Of Beneficiary Deed

Form 4J—Conservator's Deed (Individual Or Tenants In Common)

Form 4K—Conservator's Deed (In Joint Tenancy)

Form 4L—Quitclaim Deed (From A Corporation)

Form 4M—Special Warranty Deed (To Joint Tenants)

Form 4N—Special Warranty Deed (Corporation To Joint Tenants)

Form 40—Quitclaim Deed (To A Corporation)

Form 4P—Warranty Deed (Corporation To Corporation)

Form 4Q—Quitclaim Deed (Corporation To Joint Tenants)

Form 4R—Quitclaim Deed (Corporation To Corporation)

Form 4S—Warranty Deed (Short Form)

Form 4T—Warranty Deed (Short Form) (From A Corporation)

Form 4U—Quitclaim Deed (Short Form)

Form 4V—Special Warranty Deed (Short Form)

Form 4W—Bargain And Sale Deed

Form 4X—Confirmation Deed (Sheriff's Sale)

Form 4Y—Warranty Deed (To Joint Tenants)

Form 4Z—Warranty Deed (Corporation To Joint Tenants)

Form 4AA—Warranty Deed

Form 4BB—Quitclaim Deed (Individual Or Tenants In Common)

Form 4CC—Warranty Deed (To A Corporation)

Form 4DD—Quitclaim Deed (To Joint Tenants)

Form 4EE—Trustee's Deed

VOLUME 2

Chapter 5 LEASES

§ 5.1 INTRODUCTION

§ 5.2 FORMS

Form 5A—Lease (Form No. 14)

Form 5B—Lease (Form No. 793)

Form 5C—Residence Lease

Form 5D—Apartment Lease

Form 5E—Condominium Lease

Form 5F—Commercial Lease (Gross)

Form 5G—Commercial Lease (NNN)

Chapter 6 EASEMENTS

§ 6.1 INTRODUCTION

- § 6.1.1—Generally
- § 6.1.2—Licenses Distinguished From Easements
- § 6.1.3—Characteristics Of Easements
- § 6.1.4—Use Of Easements
- § 6.1.5—Interpretation Of Easements
- § 6.1.6—Easements Created By Conveyance Or Reservation
- § 6.1.7—Title Insurance

§ 6.2 FORMS

- Form 6A—License Agreement
- Form 6B—Appurtenant Easement Access/Access And Utility Easement Deed And Agreement
- Form 6C—Easement Reservation
- Form 6D—Utility Easement

§ 6.3 ROAD ASSOCIATION FORMS

- § 6.3.1—General Commentary On The Forms
- Form 6E—Covenants, Conditions, And Restrictions
- Form 6F—Articles Of Incorporation
- Form 6G—Bylaws
- Form 6H—Easement Agreement

Chapter 7 PROMISSORY NOTES

§ 7.1 INTRODUCTION

§ 7.2 FORMS

- Form 7A—Promissory Note
- Form 7B—Promissory Note (UCCC No Default Rate)
- Form 7C—Earnest Money Promissory Note

TOC-6 (5/17)

Chapter 8 DEEDS OF TRUST

§ 8.1 INTRODUCTION

- § 8.1.1—Generally
- § 8.1.2—Main Elements Of Deeds Of Trust
- § 8.1.3—Additional Issues
- § 8.1.4—Related Documents
- § 8.1.5—Use Of The Forms

§ 8.2 FORMS

- Form 8A—Deed Of Trust (Due On Transfer Strict)
- Form 8B—Deed Of Trust (Due On Transfer Creditworthy)
- Form 8C—Deed Of Trust (Assumable Not Due On Transfer)
- From 8D—Deed Of Trust (Corporation) With Due On Sale Clause
- Form 8E—Deed Of Trust (Corporation) Without Due On Sale Clause
- Form 8F—Assignment Of Deed Of Trust Or Mortgage Deed
- Form 8G—Extension Of Deed Of Trust (Or Mortgage)
- Form 8H—Deed Of Trust (Public Trustee) With Due On Sale Clause
- Form 8I—Deed Of Trust (Public Trustee) With Due On Sale Clause
- Form 8J—Deed Of Trust (Public Trustee) With Due On Sale Clause
- Form 8K—Request For Full/Partial Release Of Deed Of Trust And Release By Holder Of The Evidence Of Debt With Production Of Evidence Of Debt
- Form 8L—Request For Full/Partial Release Of Deed Of Trust And Release By Holder Of The Evidence Of Debt Without Production Of Evidence Of Debt

Chapter 9 CLOSING DOCUMENTS

§ 9.1 INTRODUCTION

§ 9.2 FORMS

- Form 9A—Real Property Transfer Declaration
- Form 9B—Closing Instructions
- Form 9C—Earnest Money Receipt
- Form 9D—Worksheet For Closing Statement
- Form 9E—Closing Statement
- Form 9F—Earnest Money Release

Chapter 10 FORCIBLE ENTRY AND DETAINER (EVICTIONS)

§ 10.1 INTRODUCTION

- § 10.1.1—Purpose And Statutory Benefits
- § 10.1.2—Abandonment
- § 10.1.3—Statutory Notices
- § 10.1.4—Situations In Which No Statutory Notices Are Required
- § 10.1.5—Foreclosures/Sale Under Court Decree/Heirs
- § 10.1.6—Service Of Statutory Notices
- § 10.1.7—The FED Process
- § 10.1.8—Service Of Process
- § 10.1.9—The Defendant's Answer And The FED Trial
- § 10.1.10—Stipulations
- § 10.1.11—Order For Possession/Writ Of Restitution
- § 10.1.12—Money Damages
- § 10.1.13—Appeals
- § 10.1.14—Replevin
- § 10.1.15—On-Site Employees
- § 10.1.16—Mobile Homes
- § 10.1.17—Diagram Of The FED Process

§ 10.2 FORMS

- Form 10A—Demand For Compliance Or Possession
- Form 10B—Notice To Quit (Periodic Tenancy)
- Form 10C—Notice To Quit (Repeat Violation Of Covenant/Condition)
- Form 10D—Notice To Quit (Substantial Violation Of Covenant/Condition)
- Form 10E—County Court Summons
- Form 10F—District Court Summons
- Form 10G—Complaint For Unlawful Detainer
- Form 10H—Answer Under Simplified Civil Procedure
- Form 10I—Stipulations For Forcible Entry And Detainer (Basic And Complex)
- Form 10J—Motion For Entry Of Judgment
- Form 10K—Writ Of Restitution

Chapter 11 MECHANICS' LIENS

§ 11.1 INTRODUCTION

- § 11.1.1—Colorado Statutory Mechanics' Lien
- § 11.1.2—The Concept Of The Mechanics' Lien
- § 11.1.3—Liberal Or Strict Construction Of The Mechanics' Lien Statute
- § 11.1.4—Permissible Claimants

TOC-8 (5/17)

Table of Contents

- § 11.1.5—Lienable Items
- § 11.1.6—Time Limits
- § 11.1.7—Priority
- § 11.1.8—Amount Of Lien
- § 11.1.9—Property Covered By A Lien
- § 11.1.10—Blanket Liens And Apportionment
- § 11.1.11—Bonding Over A Lien

§ 11.2 FORMS

- Form 11A—Statement Of Mechanics' Lien
- Form 11B—Amended Statement Of Mechanics' Lien
- Form 11C—Notice Extending Time To File Mechanics' Lien Statement
- Form 11D—Termination Of Notice Extending Time To File Mechanics' Lien Statement
- Form 11E—Notice By Disburser
- Form 11F—Mechanics' Lien Claimant's Notice To Disburser
- Form 11G—Release Of Mechanics' Lien
- Form 11H—Partial Release Of Mechanics' Lien
- Form 11I—Affidavit And Waiver Of Lien And Certification Of Payment (Absolute)
- Form 11J—Affidavit And Waiver Of Lien And Certification Of Payment (Conditional)
- Form 11K—Affidavit Of Non-completion Of Improvements
- Form 11L—Bond To Release Mechanics' Lien