

**FORECLOSURE BY SALE  
COMMITTEE REPORT**

JD-CV-75 Rev. 9-11

STATE OF CONNECTICUT  
**SUPERIOR COURT**

www.jud.ct.gov

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**Instructions to Committee:** Complete and submit to 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 emailed or faxed it to (name of newspaper) \_\_\_\_\_  
on \_\_\_\_\_.
- (10) Received confirmation of receipt of Notice from the (name of newspaper) \_\_\_\_\_  
on \_\_\_\_\_.
- (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: (Check 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 \_\_\_\_\_  
 Locksmith (if applicable) \_\_\_\_\_  
 Police Officer (if applicable) \_\_\_\_\_  
 TOTAL \_\_\_\_\_

\_\_\_\_\_  
Committee

**Certification**

I certify that a copy of this document was mailed or delivered electronically or non-electronically to all attorneys and self-represented parties of record on (date) \_\_\_\_\_ and that written consent for electronic delivery was received from all attorneys and self-represented parties receiving electronic delivery.

Name and address of each party and attorney that copy was mailed or delivered to\*

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

Signed (Committee)		Print or type name of person signing	Date signed	For Court Use Only
Mailing address		Telephone number		

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).