

**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/](http://www.jud.ct.gov/ADA/)

COURT USE ONLY
GX


STATE OF CONNECTICUT  
JUDICIAL BRANCH  
**SUPERIOR COURT**  
[www.jud.ct.gov](http://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](http://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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