

Foreclosure Committee Checklist

File #: FIELD(9)

FIELD(P) v. FIELD(D) FIELD(CV#)

- Diary dates from f/c j't on calendar
 Sale date FIELD(date sale)
 Put on tri-month calendar
 Bar date (close out date) FIELD(date close out)
 Confirmation dates for:
 Newspaper ad FIELD(newsp date 1) -3 days
 Sign put up FIELD(1) +3 days
 Appraisal return FIELD(appr rtn date)
 See ** Below
 Put sale date on tri-month calendar
 File appearance
 Send out standard f/c letters/faxes
 Newspaper (eml/fax ad) Sign company (fax request)
 Appraiser (fax court order)
 Defendant(s) (only non-appearing required, but send even if appearing pro se)
 Send copy to court with certified receipts
 Send proof of receipt / non-receipt
 Insurance
 Go to www.jud2.state.ct.us/webforms/ for latest forms & instr - do 1st if you are new at this
 Review file in court
 **Visit property on FIELD(1) + 7 days. Check on sign Not occupied - (no people & no furniture); get locksmith
 Prepare
 Bond for Deed (2 copies)
 Fact Sheet - Notice to Bidders JD-CV-80 (10 copies, more if lots of interest)
 Print bid sign-up sheet and bidding list
 ** Thursday before sale
 Submit total committee's fees & expenses to P's attorney
 Call Current taxes \$ _____ Water & sewer balances \$ _____
 Current / Delinq _____ Current / Delinq _____
 ** Friday before sale
 Get fax bid from P's attorney
 Fax confirmation of bid receipt back to P's attorney
 Swap cell phone numbers with P's attorney
 ** Saturday - day of sale
 Show up by 10:00 a.m.
 Attempt to gain access with owner/occupiers' permission
 ** Saturday - take to sale
 File
 Bond for deed
 Fact sheet, sign-up sheet and bidding list
 Flashlight
 Saturday - after sale **
 Call/fax P's attorney with results of sale
 Prepare Comm Deed (attach legal description))
 Prepare Tax Conveyance Form
 Prepare Committee's Report
 Motion for Possession if property is/appears to be occupied
 Submit to court (**Monday after sale):
 **Comm Deed to court with one copy for their record w/ SASE
 **Check with receipt form (and SASE for court to return official receipt)

Law Office of Chris Albanese, LLC

1600 Route 12, P.O. Box 27

Gales Ferry, CT 06335

(860) 464-0030

(860) 464-0080 (fax)

AlbaneseEsq@comcast.net

12/6/08

Via fax only FIELD(p's atty - fax)

Foreclosure Paralegal

FIELD(p's atty - name)

FIELD(p's atty - firm)

Re: FIELD(P) v. FIELD(D)

FIELD(CV#)

Property address: FIELD(property addr)

Date & time of sale: FIELD(date sale), Noon

LOCA File #: FIELD(9)

Dear FIELD(P's atty or paralegal):

I have not received your standard foreclosure package on this matter. Please provide copies of the Complaint, title search and appraisal.

My cell phone number is 860-908-7003. Please provide a contact person for the weekend of the sale and fax back to us.

Name

Cell phone number

Sincerely,

FIELD(loca atty), Committee
Law Office of Chris Albanese, LLC

Law Office of Chris Albanese, LLC
1600 Route 12, P.O. Box 27
Gales Ferry, CT 06335
(860) 464-0030
(860) 464-0080 (fax)
AlbaneseEsq@comcast.net

12/6/08

Via fax only FIELD(sign co fax)

FIELD(sign co)
FIELD(sign co addr)

Re: FIELD(P) v. FIELD(D)
FIELD(CV#)
Property address: FIELD(property addr)
Date & time of sale: FIELD(date sale), Noon
LOCA File #: FIELD(9)

Dear sir or madam:

I am the Committee in above listed foreclosure. Please post foreclosure by sale sign on the above premises on FIELD(1), and forward your invoice to me in the amount of FIELD(sign co fee). Required deposit: FIELD(2).

Fax me a picture of the sign in place the day it is put up and send me a color picture of the same (this does not have to be of photographic quality).

Please do not incur any costs before FIELD(date close out) but you may take action after that date unless you hear differently from me. Do not hesitate to call if you have any questions.

Sincerely,

FIELD(loca atty), Committee
Law Office of Chris Albanese, LLC

Law Office of Chris Albanese, LLC
1600 Route 12, P.O. Box 27
Gales Ferry, CT 06335
(860) 464-0030
(860) 464-0080 (fax)
AlbaneseEsq@comcast.net

12/6/08

Via US Mail, first class

FIELD(ins co name)
FIELD(ins co address)

Re: FIELD(P) v. FIELD(D)
FIELD(CV#)
Property address: FIELD(property addr)
Date & time of sale: FIELD(date sale), Noon
LOCA File #: FIELD(9)

Dear sir or madam:

I am the Committee in above listed foreclosure. Please provide a liability insurance policy in the amount of \$1,000,000.00 on the above premises on FIELD(date close out). My check for FIELD(ins co fee) (court allowed fees) is enclosed.

Judicial District: New London
Date of Court Appointment: FIELD(date j't)
Date of Auction: FIELD(date sale)

Please do not incur any costs before FIELD(date close out) but you may take action after that date unless you hear differently from me. Do not hesitate to call if you have any questions.

Sincerely,

FIELD(loca atty), Committee
Law Office of Chris Albanese, LLC

Via email only

ndouglas@norwichbulletin.com; classifieds@theday.com; legal@theday.com

FIELD(newsp)
FIELD(newsp address)

Re: Legal Ad for Foreclosure Sale on FIELD(date sale)

Dear sir or madam:

Please run the legal ad below in:

THE NEW LONDON DAY on Sunday, FIELD(newsp date 1) and in

The NORWICH BULLETIN on Sunday, FIELD(newsp date 2).

PLEASE CONFIRM RECEIPT OF EMAIL.

Do not incur any costs before FIELD(date close out) but you may take action after that date unless you hear differently from me.

Please provide an Affidavit of Publication after the ad has run.

Do not hesitate to call if you have any questions.

Sincerely,

FIELD(loca atty), Committee
Law Office of Chris Albanese, LLC

PUBLIC AUCTION
FORECLOSURE AUCTION
BY ORDER OF THE SUPERIOR COURT
ON THE PREMISES
FIELD(property addr)
FIELD(date sale)
12:00 p.m. (NOON)

PROPERTY: FIELD(property addr)
FIELD(3) rooms, FIELD(4) bedrooms, FIELD(5) bathrooms, FIELD(6) square feet, FIELD(7),
acres FIELD(8) years old

SALE: Saturday, FIELD(date sale), 12:00 p.m. (noon) at the premises. Inspection by
appointment or two hours prior to sale.

BY ORDER of the Superior Court for the Judicial District of New London at FIELD(judicial
district), Docket No. CV-FIELD(CV#), the undersigned has been appointed Committee of Sale
to sell the above property under the following terms:

TERMS OF SALE: Successful bidder, other than Plaintiff, shall deposit with the Committee a
bank draft or certified check at the time of sale in the amount of FIELD(2). Balance of purchase
price to be paid within thirty (30) days after Court approval of sale. Deposit forfeited if closing
does not take place within 30 days after Court's approval of sale. Premises will be sold clear of
the mortgage being foreclosed and of all claims subsequent in right. Premises will be sold "AS
IS" without warranties as to condition and subject to the following: (a) All prior encumbrances of
record; (b) Real estate taxes, water and sewer charges, if any, due to the Town of FIELD(0); (c)
Rights of tenants in possession; (d) Easements, reservation and restrictions of record; (e) Zoning
laws, regulations and ordinances; (f) Rights of the United States of America to redeem.
Successful bidder, immediately after the bid, must sign a bond for deed conditioned solely upon
Court approval of the sale. It will contain no financing contingencies and will provide for
forfeiture of the deposit upon failure to pay the balance of the purchase price at or before the
closing date. Purchaser accepts responsibility of title searching and inspecting the property to
his/her satisfaction. There are no adjustment in connection with this sale.

For further information contact: Christopher J. Albanese, Committee
Law Office of Chris Albanese, LLC
P.O. Box 27
Gales Ferry, CT 06335
(860) 464-0030

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Gales Ferry, CT 06335
(860) 464-0030
(860) 464-0080 (fax)
AlbaneseEsq@comcast.net

12/6/08

FIELD(d1 name)
FIELD(d1 address)

FIELD(d2 name)
FIELD(d2 address)

Via U.S. Postal Service First Class Mail Only

Re: FIELD(P) v. FIELD(D), FIELD(CV#)
Property address: FIELD(property addr)
Date & time of sale: FIELD(date sale), Noon
LOCA File #: FIELD(9)

Dear FIELD(d1 name) FIELD(and) FIELD(d2 name):

I have been appointed by the Superior Court of New London as the Committee for the sale of your property and am writing this letter at the direction of the Court. I know this must be a stressful time for you and I hope that I can eliminate a bit of that stress by explaining my part of the process. After the Plaintiff filed this action, the Court, on FIELD(date j't), ordered an on-location public sale of your property to be conducted at NOON on FIELD(date sale).

My job representing the Court includes overseeing the advertising and sale of the property. I have been ordered by the court not to incur fees prior to **FIELD(date close out)**, but after that fees will increase rapidly. These include having the foreclosure sale sign put in place by FIELD(1), advertising the sale in the paper (the ad will run in the FIELD(newsp) on FIELD(newsp date 1) and FIELD(newsp date 2)), conducting the sale, preparing the deed, etc.

You, as an owner of the equity in your property, risk loss of whatever equity you have in it, if you fail to take steps to protect your equity. You should either obtain an attorney or to file an appearance on your own behalf to protect your interest in the equity. **You should check with the Court after the sale to learn if there is any money that is distributable to you.** You should file an appearance or have an attorney file one on your behalf in order to protect your interest in the equity of the property.

I respectfully request your cooperation in this matter, including your allowance of inspection of the inside of the property from 10:00 a.m. until noon the morning of the sale. **Please consider obtaining an attorney for yourself** and do not hesitate to contact me with any questions you may have.

Sincerely,

FIELD(loca atty), Committee

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(860) 464-0080 (fax)

AlbaneseEsq@comcast.net

12/6/08

Via fax only FIELD(appr fax)

FIELD(appr name).

FIELD(appr address)

Re: FIELD(P) v. FIELD(D)

FIELD(CV#)

Property address: FIELD(property addr)

Date & time of sale: FIELD(date sale), Noon

LOCA File #: FIELD(9)

Dear sir or madam:

I am the Committee in above listed foreclosure. The appraisal return date in this matter is FIELD(appr rtn date). Please provide the return to this office by FIELD(appr rtn date -7), plus your invoice in the amount of FIELD(appr fee) (court allowed fees).

Please do not incur any costs before FIELD(date close out) but you may take action after that date unless you hear differently from me. Do not hesitate to call if you have any questions.

Sincerely,

FIELD(loca atty), Committee
Law Office of Chris Albanese, LLC

FIELD(P) v FIELD(D)
 FIELD(CV#)
 FIELD(property addr)
 Date & time of sale: FIELD(date sale)
(12/6/08; 16:19:35)
 LOCA File #:FIELD(9)

FIELD(p's atty ADDR) FIELD(p's atty - firm)	FIELD(p's atty - name) FIELD(p's atty phone) FIELD(p's atty - fax)
State of Connecticut, Superior Court Office of the Clerk 70 Huntington Street, P.O. Box 671 New London, CT 06320	443-5363
FIELD(sign co) FIELD(sign co addr)	FIELD(sign co poc) FIELD(sign co phone) FIELD(sign co fax)
FIELD(newsp) FIELD(newsp address)	FIELD(newsp phone) FIELD(newsp fax)
FIELD(appr name) FIELD(appr address)	FIELD(appr poc) FIELD(appr phone) FIELD(appr fax)
FIELD(ins co name) FIELD(ins co address)	FIELD(ins co poc) FIELD(ins co phone) FIELD(ins co fax)
List of defendants FIELD(d1 name) FIELD(d1 address) FIELD(d1 phone)	FIELD(d2 name) FIELD(d2 address) FIELD(d2 phone)
Non-appearing parties:	: