

PROPERTY BOND CHECKLIST

The court ordered a property bond so that _____ can be released from federal custody, pretrial. In order to complete the bond package, there are certain documents and information we need from you. Some of these documents will be given to the court and the U.S. Attorney's Office for their records. This checklist will hopefully help you understand what information and/or documents we need to complete the bond package. Once we receive all the documents we need from you, we will draft the new deed of trust and straight note and send them to you for the necessary signatures. If, after reading this checklist, you still have questions, please feel free to call us.

Grant deed or Deed of Trust - The deed shows 1) the location of the property and 2) who the legal title owners are of the property being posted as collateral for the property bond.

Mortgage statement - If you are paying mortgage on your property, we need a copy of your latest mortgage statement to show how much you still owe in mortgage.

Refinancing Documents - If you recently refinanced your mortgage loan, please provide us with a copy of the refinancing paperwork. We will determine what we need to provide to the court.

Real Estate Appraisal - The court requires that a certified real estate appraiser perform an appraisal on your property. The appraisal determines the current estimated market value of the property. *You may not need a new appraisal if you had an appraisal performed within the last 6 months. The U.S. Attorney's Office may allow us to use that appraisal.*

Title Search by a Title Company - The court requires a title search performed by a Title Company. This search will show whether there are any liens or judgments against the property being used as bond collateral.

Social Security Numbers of property owners - If you decide to have Chicago Title Company perform the search, we will need your social security numbers. This information will assist them in performing the title search.

Payment for Title Search - The cost of the limited title search by Chicago Title is \$100. If you want us to call them for you, we will need a check or money order paid to the order of Chicago Title Company.

Deed of Trust - The new deed of trust will show that the U.S. District Court is the beneficiary of the property being posted as collateral. This deed needs to be signed before a notary public. Once the bond package has been approved, it needs to be recorded with your County Recorder's Office. When you record the deed, you **MUST** get a **certified copy** of the recorded deed. This certified copy of the recorded deed will be given to the court.

Straight note - (FRESNO ONLY) The straight note acts as a promissory note. It states that the property owners promise to pay the court the entire bond amount if the court requests it. The court may request full payment if the defendant fails to perform any of the conditions of release as set out in the note.

Appearance Bond - (SACRAMENTO ONLY) The appearance bond is signed by the defendant and all sureties of the property being posted. It helps to ensure the defendant's appearance at all court appearances and informs everyone that the property is being posted to guarantee the appearance of the defendant. Failure to appear by the defendant, could cause the sureties to lose their posted property.