

Checklist for Foreclosure of Trust Deed by Advertisement and Sale

Number of days before sale by trustee	Action to be taken
	Confirm with beneficiary and trustee; examine note and trust deed and beneficiary's loan records
	Prepare and execute request and authorization to foreclose by advertisement and sale. Beneficiary delivers original note and trust deed to trustee.
	Order and examine trustee's sale guaranty
140	Fix date, time, and place of sale
140	Prepare and record notice of default and election to sell
	Order and examine supplemental sale guaranty to cover date of recording notice of default
130	Mail or serve notices of sale on parties listed on ORS 86.740
130	Personally serve notice of sale on occupants (when required)
60	Commence publication of notice of sale (four weeks)
30	Recheck for federal tax liens
	Record affidavits showing proof of: -
	Mailing or servicing each party entitled to notice under ORS 86.740
	- Serve on occupant(s) or nonoccupancy of property
	- Publication of notice of sale -
10	Mailing notice of nonjudicial sale to District Director of IRS (if applicable)
5	Prepare statement of amount due on sale
5	Determine from beneficiary amount of bid to be entered by trustee, or if beneficiary will attend and bid
0	Sale of property by trustee and payment to trustee of amount bid by purchaser
	Prepare trustee's deed and deliver to purchaser within 10 days
	Record certificate of nonmilitary service
	Reimburse trustee for payments of postage, title searches, recording, publication, and service. Pay trustee fee and attorney fee. Pay amount due beneficiary, if required, with a statement to him or her. Pay subordinate lienors and grantor, if required.
	Cancel note and trust deed by trustee