

AGISTER LIEN &
SHERIFF SALE CHECK LIST

- _____ SEND IN REQUEST TO DEER LODGE FOR OWNERSHIP/LIENHOLDER INFORMATION (\$6 CHARGE PER REQUEST).
- _____ WRITE LETTER TO OWNER/LIEN HOLDER ON RECORD AND **MAIL CERTIFIED**; STATING YOUR INTENTION TO ASSERT A LIEN & STATING THE NATURE AND APPROXIMATE AMOUNT DUE .
- _____ IF PAYMENT FOR SERVICES OR MATERIALS IS NOT MADE WITHIN **TWENTY (20) DAYS AFTER MAILING**, (OR 10 DAYS AFTER PERSONAL SERVICE) YOU MAY ENFORCE THE LIEN THROUGH AN AGISTER'S LIEN SALE.
- _____ FILL IN THE ATTACHED 2-PAGE PAPERWORK, (IF LIEN IS ON A VEHICLE, INCLUDE OWNERSHIP INFORMATION RECEIVED FROM DEERLODGE.
- _____ INCLUDE COPY OF LETTER(S) SENT ALONG WITH COPIES OF THE RETURN RECEIPTS (OR RETURNED ENVELOPES) FROM THE POST OFFICE .
- _____ INCLUDE CASH OR CHECK FOR \$175.00, WRITTEN TO THE GALLATIN COUNTY SHERIFF'S OFFICE. YOU WILL ALSO RECEIVE A BILL FROM THE BOZEMAN CHRONICLE.. BE SURE TO INCLUDE THESE COSTS, ALONG WITH DEER LODGE FEE, IN THE TOTAL AMOUNT OWED ON THE **NOTICE TO THE SHERIFF'S OFFICE** and **AFFIDAVIT OF AMOUNT DUE** PAGES.