

What Documentation Do I need to Issue a Rapid Certificate?

For an outstanding MORTGAGE

- ❖ Copy of payoff statement or paid in full letter:
 - Written statement from the mortgage servicer showing the amount due, where to send the payment
- ❖ Proof of payment:
 - Canceled check, wire transfer showing “Completed”
- ❖ If the mortgage is an open-end: documentation signed by the borrowers authorizing the close of their line of credit
- ❖ If it was a short sale or foreclosure please include all relevant documentation including the HUD-1 Settlement Statement
- ❖ If after 4 months, no release has been filed, please submit to the Mortgage Release Certificate Program at ITG.

For any other outstanding LIEN

- ❖ Written documentation showing what is owed
- ❖ Proof of payment
 - Canceled check, wire receipt
- ❖ It is up to the field issuer to get this released

For additional information, please visit the ITG Website or contact Carrie Nutt at (515) 725-4917 or Carrie.Nutt@iowa.gov