

PROVIDING A SIMPLE, INEXPENSIVE SOLUTION

The Mortgage Release Certificate Program is a simple and inexpensive way to obtain a release of a mortgage that has been paid in full, but not released or incorrectly released of record.

WE KNOW A SEAMLESS PROCESS IS EVERYTHING

The process for requesting a Mortgage Release Certificate is now easier than ever. A lender, attorney, abstractor, real estate broker or licensed closing agent may complete an application, upload documents and pay the associated fee online at TitleGuaranty.org. This simple process provides ease of use and immediate access to a digital copy of the application for download and printing.

The following items must be submitted with an application:

- \$200 non-refundable payment (e-check or credit card)
- PAY OFF STATEMENT: written documentation from the mortgage servicer showing the amount owed and address for payment
- PROOF OF PAYMENT: cancelled check or wire transfer receipt
- Any additional supplemental documentation

QUESTIONS? Contact TGMortgageRelease@iowa.gov or call the help desk at 515-725-4357.



IOWA TITLE GUARANTY

A DIVISION OF IOWA FINANCE AUTHORITY

515.725.4357 | 800.432.7230

IowaTitleGuaranty.gov

2015 Grand Avenue
Des Moines, Iowa 50312



MORTGAGE RELEASE
CERTIFICATE PROGRAM

**WHEN YOUR CLIENT'S
DREAM IS REALIZED,
WE MAKE YOUR NEXT STEPS
FEEL LIKE ONE, TOO.**



OUR DOOR IS ALWAYS OPEN



The online application is available for mortgage release requests with an associated fee. Requests for mortgage releases associated with a Rapid Certificate should be submitted through CAP.

If the outstanding mortgage was paid off by an Iowa Title Guaranty participant using the Rapid Certificate program, the fee is waived.

After Application is Submitted:

- Application processed promptly upon submission
- Notice mailed to lender or notice of publication provided to applicant within one week of processing
- Lender or servicer has 30 days to respond to notice
- Release filed within one week of notice expiration

THIS IS A GENERAL TIMELINE: special circumstances may apply.

If publication is required, the applicant is responsible for publishing the notice in the county where the mortgage was recorded, once per week for three weeks. Provided there is no response within thirty days of the last publication date, Iowa Title Guaranty will record the Mortgage Release Certificate.

Iowa Title Guaranty prides itself on seamless partnerships and guarantees follow-up to inquiries within 24 hours.

Real estate professionals may submit Mortgage Release Certificate applications at [TitleGuaranty.org](https://www.titleguaranty.org).



“ I recently completed the Mortgage Release application process for the first time. It was an easy process and the staff was extremely knowledgeable, helpful and responsive. I appreciate this team! ”

Corey Elgersma
REALTOR
ISB Services Inc., Sheldon

AT YOUR SERVICE



Q | What if the loan pay off statement and cancelled check are not available?

A | Iowa Title Guaranty may be able to accept a combination of other documentation as proof of pay off. Contact the Iowa Title Guaranty Help Desk and we'll work with you to find a solution!

Q | What if the mortgage was a line of credit?

A | For open-end/line-of-credit mortgages, Iowa Title Guaranty requires documentation signed by the borrowers authorizing the closing of their account at the time of pay off along with all other pay off documentation.

Q | What if the mortgage went through a short sale?

A | Please provide the short sale letter from the lender/servicer along with the Settlement Statement.

Q | What if the mortgage was released by the servicer, but was never assigned to them?

A | The Mortgage Release Certificate will still effectively release the mortgage.

Q | What if the lender or servicer is no longer in business?

A | If service by certified mail is not possible because the last known address of the mortgage servicer is unknown and after exercising due diligence the applicant was unable to locate an address for the mortgage servicer, Iowa Title Guaranty will draft a notice for publication.



“ We frequently use the Iowa Title Guaranty Mortgage Release Certificate Program. It is the most efficient way to obtain mortgage releases and deal with defective releases or assignments, particularly in challenging circumstances. ”

Timothy L. Gartin
ATTORNEY
Hastings Gartin & Boettger LLP, Ames

