



## 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 or Closing Disclosure
- ✦ If no release has been filed after 30 days, and good faith efforts to obtain a satisfaction of mortgage have failed, 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. The Mortgage Release Program can only be used for mortgages.

#### For additional information:

Iowa Title Guaranty Help Desk: 515-725-4357