



Instructions for "Request for Certificate of Release"

Submit this completed Request for Certificate of Release (Request) to the Division along with the other supporting information requested for each mortgage to be released.

Also submit a check in the amount of \$30.00* along with the Request to cover the cost of processing the Request, mailing the required notice, and recording the Release. This is the charge for the typical transaction. Make the check payable to "Title Guaranty". * **NOTE:** If the Request is submitted in conjunction with a Title Guaranty Rapid Certificate file the fee is waived..

The "mortgage servicer" is either the grantee of a mortgage, or if the mortgage has been assigned the last person to whom the mortgage was assigned, or any other person to whom the mortgagor was instructed to send the mortgage payments. A person transmitting a payoff statement for a mortgage is the mortgage servicer for purposes of such mortgage. (See question 5a.)

If service by certified mail on the "mortgage servicer" is not possible because the last-known address of the "mortgage servicer" is unknown and you are unable to locate an address for the last mortgage servicer of record, the Division shall prepare a notice for publication and send it to you to publish, at your expense*, in a newspaper of general circulation in the county in which the mortgage to be released was recorded. Notice by publication shall be once per week for three consecutive weeks and shall provide for a 20-day period following the last publication for the mortgage servicer to respond to the Division. You must then send the Division a copy of the notice along with a Certificate of Publication after the last publication date. * **NOTE:** If the Request for Certificate of Release is submitted concurrent with a Title Guaranty Certificate issued using the Rapid Certificate Program, the Division will publish the Notice and provide the publication fee. (See question 5b.)

If you have any questions about this program please visit our Web site or contact Judy Peterson at 515-725-4923, judy.peterson@iowa.gov.