



Request for Certificate of Release

[pursuant to Iowa Code §16.92 and Iowa Administrative Code 265 – 9.20(16)]

The undersigned requests that the Title Guaranty issue a Certificate of Release for the following described mortgage and submits the following information and documents:

1. The undersigned is (check one):
 - a licensed attorney
 - a licensed real estate broker
 - a Title Guaranty participating abstractor
 - a lender licensed to make loans in Iowa.

2. More than thirty days have passed since the payoff of this mortgage loan, and as of the date of this request no effective mortgage release appears of record.

3. If YOU made the mortgage payoff:
 - a. For a full release of mortgage attach a legible copy of the payoff statement provided by the mortgage servicer. **
 - b. For a partial release of mortgage attach a legible copy of the payoff statement provided by the mortgage servicer which must include a legal description of the property to be released from the mortgage. **
 - c. The mortgage loan(s) was paid in full on _____ [date].
 - d. The payment was received by the mortgagee or mortgage servicer on _____ [date] as evidenced by one or more of the following
 - i. A check that was negotiated by the mortgagee or mortgage servicer.
[Attach a legible copy of both sides of document evidencing it was negotiated **]
 - ii. Other documentary evidence of payment to the mortgagee or mortgage servicer.
[For example: Copy of wire transfer and receipt records; or other documentation evidencing when payment was received **]

4. If you DID NOT make the mortgage payoff please attach copies of documentation or proof to show the loan is paid in full.

5. The name and current mailing address of the mortgage servicer (that is the entity to whom payment was made):
 - a. _____

or

 - b. Service by certified mail on the mortgage servicer is not possible because the last known address of the mortgage servicer is unknown and after exercising due diligence the undersigned was unable to locate an address for the mortgage servicer. Mail me a Notice to publish in a newspaper of general circulation in the county where the mortgage is filed. (You must pay the publication costs. **)

** Not required to be submitted if mortgage was paid in full by the undersigned participating attorney or participating abstractor in a Title Guaranty Closing Protection Letter and/or Rapid Certificate covered transaction. Please provide Certificate Number _____.

