



Request for Certificate of Release

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

**Please attach a check in the amount of \$30 payable to Title Guaranty to cover the cost of processing, mailing notices and recording.

The undersigned requests that 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

6. The unreleased mortgage is described and identified as follows:

The mailing address of the property subject to the unreleased mortgage:

Property Street Address:
Zip code:

City:

Loan number, if known Original mortgage amount: \$

Name of mortgagor(s) exactly as shown on the mortgage:

Name of original mortgagee (lender):

Date of the original mortgage: Recording date of original mortgage

Recording information of original mortgage: Volume/Book Page

Other applicable recording Information:

Instrument Number County where recorded:

IF THE MORTGAGE HAS BEEN ASSIGNED COMPLETE THE FOLLOWING FOR THE LAST ASSIGNMENT OF RECORD:

Name of assignee taking the last recorded assignment:

Date of the last recorded assignment:

Recording date of the last recorded assignment:

Recording information of the last recorded assignment:

Volume/Book Page Instrument Number:

Other applicable recording Information:

I, _____, being first duly sworn on oath depose and state that I am [Name and Title] _____ and that I have read the Request for a Certificate of Release and its attachments and that the information provided is true and correct to the best of my knowledge. I acknowledge that I have adequate authority to make and file this Request for a Certificate with the attachments with Title Guaranty.

The undersigned further understands that Title Guaranty is solely relying on the information that I am providing in this request to issue a Certificate of Release and that I may be liable if this information is inaccurate or in error, either intentionally or unintentionally, and which is used by Title Guaranty, and causes a monetary claim, or other liability, expense or otherwise to Title Guaranty.

Signature: _____

Typed Name:

Title:

Company:

Street address:

City, state, zip code:

Phone: FAX: e-mail:

State of:

County of:

SUBSCRIBED AND SWORN TO before me on this _____ day of _____, 20____ by _____ (name of person signing above).

NOTARY PUBLIC in and for said County and State