

# Commonwealth Mortgage Release Tracker Program

Agent: \_\_\_\_\_ Agent ID#: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ fax: \_\_\_\_\_

## Documentation:

Please forward the following to our Hartford Office at:  
10 Columbus Blvd, 6<sup>th</sup> Floor, Hartford, CT 06106

1. Copy of payoff letter from Lender.
2. Copy of payoff check.
3. Copy of transmittal letter to lender.

## Fees:

CT: \$37 Release Tracking Fee + \$22 Second Release  
\$53 + \$5 additional page Recording Fee (non MERS)  
\$159 Recording Fee (MERS)

Please make checks made payable to:

**Commonwealth Land Title Insurance Company**

**HELOC: Yes**  **No**

If yes, please provide notice to lender  
of termination of advances

## Information Required to Open a File:

Agent File #:

Property Address:

Date of Closing:

Sellers:

(Or if refinance Owner)

SS#:

Mortgagors:

In this transaction we represented:

(Seller)  (Buyer Refi)  (Buyer Purchase)

Please provide Sellers Attorney Name and Phone #

## RELEASE TO BE EXECUTED BY:

**Last mortgagee of record (not servicer of loan):**

If release is received from any entity other than last mortgagee or assignee of record, the release will be considered invalid and section 7 of release tracking agreement shall apply.

In the event that a Release is not received by CLTIC within a reasonable time after closing, Agent agrees to cooperate with CLTIC in providing information, including a copy of the cancelled check representing the mortgage payoff, in order to enable CLTIC to take steps necessary and to execute an Affidavit under Section 49-8a of the Connecticut General Statutes. There will be an additional charge to Agent of \$10.00, plus recording fees for the Affidavit, if an Affidavit becomes necessary.

*If said information is not provided to CLTIC, then the obligations of CLTIC under this agreement shall terminate.*

## Recording Information for Original Mortgage:

Volume: \_\_\_\_\_ Page: \_\_\_\_\_ Date: \_\_\_\_\_ Amt: \_\_\_\_\_

Questions on this release should be directed to Cathy@Grandahl.net

860-651-6352

Fax: 860-658-0864