

# Castle Track

## Chicago Title 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, Hartford, CT 06106

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

### Fees:

CT: \$90

RI: \$85

Please make checks made payable  
to Chicago Title Insurance Company.

Program questions? Call: 860-760-2712

**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):

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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.

**Section 7 CT:** In the event that a Release is not received by CTIC within a reasonable time after closing, Agent agrees to cooperate with CTIC in providing information, including a copy of the cancelled check representing the mortgage payoff, in order to enable CTIC 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.

**Section 7 RI:** In the event that a Release is not received by CTIC within a reasonable time after closing, Agent agrees to cooperate with CTIC in providing information, including a copy of the cancelled check representing the mortgage payoff, in order to enable CTIC to take steps necessary and to execute an Affidavit under R.I.G.L. §34-26-8. 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 CTIC, then the obligations of CTIC under this agreement shall terminate.***

### Recording Information for Original Mortgage:

Volume:

Page:

Date:

Amt:

Questions on this release should be directed to Cathy Grandahl@

860-651-6352

Fax: 860-658-0864