

REQUEST FOR A SATISFACTION OF MORTGAGE NON-RESIDENTIAL PROPERTY (recording fees included)



Request Date: _____

Secured Creditor:		Loan Number:	
Name of Borrower:			
Property:			
Title Company:		Title File No.:	

Enclosed please find a check in the amount of \$ _____, (If no check enclosed, then we wired funds to you on _____) which check or wire payment represents the following: (a) Payment in full of the above-referenced loan according to the payoff letter provided by your loan payoff department; PLUS (b) \$30 being the fee in Wisconsin to record a Satisfaction of Mortgage.

WITHIN 30 DAYS OF PAYMENT, PLEASE SEND THE FOLLOWING TO THE REGISTER OF DEEDS OFFICE: (a) The Satisfaction of Mortgage; and (b) \$30 check made payable to the "Register of Deeds." For purposes of mailing the Satisfaction, please go to the Wisconsin Register of Deeds Association website (<http://www.wrdaonline.org/>) which includes an alphabetical list of all 72 counties in Wisconsin and the addresses for each County's Register of Deeds office. Please note that failure to timely record the Satisfaction of Mortgage may subject you to a penalty of \$500, plus any actual damages, and any reasonable attorney fees and court costs incurred (see §708.15(5), Wis. Stats., requiring a lender to execute and record a satisfaction of a mortgage within 30 days after the secured creditor receives full payment or performance of the secured obligation).

IF THE AMOUNT REMITTED TO YOU IS INSUFFICIENT TO PAY THE LOAN IN FULL, PLEASE APPLY IT TO ANY CHARGES, FEES AND INTEREST DUE, AND THEN AS A PARTIAL PREPAYMENT OF THE PRINCIPAL BALANCE. THEN CONTACT THE CLOSING DEPARTMENT AT THE OFFICE LISTED ABOVE.

NOTICE TO LENDER REGARDING HOME EQUITY OR REVOLVING CREDIT LINE

If this payment is for a HOME EQUITY LOAN or a REVOLVING CREDIT LINE, the undersigned hereby acknowledge(s) that no additional funds have been disbursed since the date of the payoff letter, that all checks and charge cards have been destroyed, and hereby authorize(s) and instruct(s) the secured creditor to close and terminate the credit line immediately.

Print Name:

Print Name: