



**Order Form**  
Title Curative Services  
Fax to 866-270-6917

Settlement Agent: [ ]  
Address: [ ]  
Phone: [ ] Fax: [ ]  
Requesters Name: [ ] Requesters Email: [ ]

In order to provide you with the best possible service, the information in **bold** is **REQUIRED**:

- **Legible copies of ALL PAGES of the Recorded Lien Instrument (Deed of Trust, Mortgage, Deed to secure Debt etc. and copies of all assignments of record**
- **Legible copies of ALL PAGES of the current (within 60 days) Title Commitment (Binder). Subject lien is Item#** [ ] (on the Title Commitment)
- **Borrower's Authorization (Page three of this order form must be signed)**
- **Additional Information Questions on Page two**
- **Approximate Closing Date** [ ]
- **Your preferred method of shipping:** Shipper: [ ] Account #: [ ]

Proof of Full Payment (one or more of the following is recommended):

- Credit Report with last known servicer/lender showing "0" balance
- HUD-1 statement showing the subject lien was paid in full
- Cancelled check paid to the last known servicer/lender
- Thank you letter from the last known servicer/lender
- Any other documentation that would show a prudent person that the loan had been, in fact, paid off.

**NOTE: If the loan is a Home Equity Line of Credit (HELOC) for a current owner, a copy of the borrower's Credit Report showing the loan as paid and closed is required.**

Borrowers Names: [ ]  
[ ]

Is Borrower the current property owner?  yes  no

SSN: [ ] SSN: [ ]

**NOTE: A SSN is required if no loan number is available.**

Address: [ ]  
[ ]

Borrower's contact numbers and email: [ ]

Property Address affected by lien (if different than above)  
[ ]

The undersigned Settlement Agent agrees to include any and all fees charged by reRequire, LLC, on the HUD-1 Settlement Statement if the subject property is being sold or refinanced. The undersigned Property Owner agrees to pay any and all fees incurred under this agreement and shall make payment within ten days of receipt of invoice. The undersigned agree to pay all attorneys' fees associated with the collection of monies owed under this contract. Fees for services are as follows: \$350.00 minimum Base Fee (includes three hours of billable time) \$75.00 /hr Hourly Fee thereafter.

\_\_\_\_\_  
Settlement Agent Signature

\_\_\_\_\_  
Property Owner's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

**Additional Information (REQUIRED)**

What is the approximate **payoff** date (not maturity date) of this loan?

Has this loan been paid in full for more than 124 days?  -Yes  -No

Who is the last known servicer of this loan?

Do you have an account number for this loan?  -Yes  -No

Are any other parties seeking the release? If so, please provide name, company, and contact information.

What actions have already been taken to resolve this matter?

Has the lender been contacted?  -Yes  -No

If so, which lender(s), and when? Lender Name:	Dates:	Were they contacted by Phone: or Fax:	Have you received a response?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have a tracking receipt number?

In the event that the lender is unable to process the release document quickly enough, would a paid in full/release in process letter from the lender be sufficient to enable you to proceed with the closing?

-Yes  -No

**Please include copies of all responses you have received from lenders on previous requests and any other documentation from your file which you feel may be pertinent.**

**By submitting this file to reQUIRE, you agree to halt all other efforts to obtain these release documents.**

**Borrower's Authorization to Release Information To a Third Party**  
(required if lien involves a current owner)

To Whom It May Concern:

I/We  (full name(s)) hereby authorize you to share account-related information regarding my/our home loan with reQuire, LLC. You are also authorized to provide any and all requested loan documents (Assignment, Release, Satisfaction, Discharge, Reconveyance, etc.) directly to reQuire, LLC.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Account Number/SSN

Property address:

**Please be aware that submitting the request forms via fax will initiate a confirmation email to you from our processors that your request has been received. If you do not receive an email confirmation, contact Customer Service @ (877) 505-5400. Thank you for using Title Curative Services, a service of reQuire LLC.**

[Click here to open the .pdf Version of this form](#)