



SAGEBROADVIEW HOW-TO: FINAL CHECKLIST FOR PAYING OFF YOUR MORTGAGE

- Contact your lender for a final payoff amount before sending in payment.
- Send in final payment and request canceled promissory note & mortgage (trust deed) back from the borrower.
- Scan and file canceled documents with mortgage loan payoff notice.
- Confirm with your local recorder of deeds office that the lender has released the lien it had on your property.
 - *The lender will either mail the lien release directly to the deeds office or they will mail it to you. If mailed to you, you'll need to bring the document to your local recorder of deeds office.*
- Make property tax arrangements by contacting the assessor's or tax office to find out the procedure.
- Contact your homeowner's insurance company to have them remove your lender's name.
- Find time to celebrate this accomplishment!**

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