

**Using This Revisable PDF Form**

1. Copies
  - a. Original – to court.
  - b. First copy – to lien creditor, settlement agent or title insurance company.
2. Prepared by
  - a. Data Element Nos. 1-11 are completed by lien creditor, settlement agent or title insurance company.
  - b. Data Element No. 12 is completed by notary public.
  - c. Data Element Nos. 13 and 14 are completed by clerk.
3. Attachments
  - a. Holder of notice, bond or other evidence of debt – Affidavit
  - b. Settlement agent or title insurance company – Affidavit and Notice of Intent

4. Preparation details

If this form is completed and submitted by a settlement agent, the agent's CRESPA registration number must be provided. In addition, the settlement agent or title insurance company must provide a copy of the Affidavit and Notice of Intent required by Virginia Code § 55-66.3.

**CERTIFICATE AND AFFIDAVIT OF SATISFACTION**  
 COMMONWEALTH OF VIRGINIA VA. CODE §§ 55-66.3 to 55-66.7

..... **1** ..... Virginia Circuit Court  
 is the location of the following record referenced by this certificate:

..... **2** ..... **3** ..... **3** ..... **3** .....  
 DATE, [ ] DEED OF TRUST [ ] OTHER LIEN DEED BOOK NO. PAGE NO. INSTRUMENT NUMBER

..... **4** ..... or ..... **4** .....  
 TAX MAP REFERENCE NUMBER PARCEL IDENTIFICATION NUMBER

..... **5** .....  
 NAME(S) OF GRANTOR(S)/MAKER(S)

..... **6** .....  
 NAME(S) OF TRUSTEE(S)

\$ ..... **7** .....  
 AMOUNTS AND TOTAL OF NOTE(S)

I/WE, lien creditor, settlement agent, or title insurance company, who made payment in satisfaction of the above-mentioned note(s) secured by the above-mentioned deed of trust or other lien, do hereby certify that the same has/have been paid in full, and the lien therein created and retained is hereby released.

..... **8** ..... **9** .....  
 DATE AUTHORIZED SIGNER

- 10**
- LIEN CREDITOR
  - SETTLEMENT AGENT (CRESPA Registration No. ....)  
 (Settlement Agent's AFFIDAVIT and NOTICE OF INTENT is attached.)  
 Pursuant to authority granted by Virginia Code § 55-66.3(E)
  - TITLE INSURANCE COMPANY (Title Insurance Company's Affidavit and Notice of Intent is attached.)  
 Pursuant to authority granted by Virginia Code § 55-66.3(E)

**12** { State/Commonwealth of ..... [ ] City [ ] County of .....  
 Acknowledged, subscribed and sworn to before me this ..... day of ....., 20 .....  
 by .....  
 LIEN CREDITOR, SETTLEMENT AGENT OR TITLE INSURANCE COMPANY  
 .....  
 PRINTED NAME OF NOTARY PUBLIC SIGNATURE OF NOTARY PUBLIC  
 (My commission expires .....)  
 Registration No. ....

VIRGINIA:  
 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT

This certificate and affidavit of satisfaction was presented and, with the Certificate annexed, admitted to record on

..... **13** ..... at ..... m.  
 DATE TIME

Clerk's fee of \$ ..... **14** ..... have been paid.

..... **15** ..... , Clerk by ..... **16** ..... Deputy Clerk

**Data Elements**

To be completed by Lien Creditor:

1. Court name where instrument was recorded.
2. Date lien or deed of trust was recorded.
3. Deed Book and Page Number or Instrument No. where instrument is located.
4. Tax Map Reference or Parcel Identification Number as assigned by locality.
5. Name(s) of grantor(s) or maker(s).
6. Name(s) of trustee(s).
7. Amount of note(s), bond(s) or other evidence(s) of debt.
8. Date of note.
9. Signature of authorized signer.
10. Signature lien creditor, settlement agent or title insurance company. Check the applicable box below signature line.
11. CRESPA registration number if the certificate is being filed by a settlement agent.

To be completed by Notary Public:

12. Certificate of notary public including city or county name, date certificate acknowledged and name and title of person, including commission expiration date, taking acknowledgement.

To be completed by Clerk:

13. Date and time certificate was admitted to record.
14. Amount of clerk's fees paid.
15. Name/signature of clerk in whose office instrument is recorded.
16. Signature of deputy clerk admitting instrument to record.