

USING THIS FORM

1. Prepared by
 - a. Data Elements 1-13 are prepared by the beneficial titleholder or representing agent.
 - b. Data Element 15 is completed by a notary.
 - c. Data Element 16 is completed by the clerk.
2. Attachments - none.
3. Preparation details - none.

Data Elements

1. Court name where instrument was recorded.
2. Date lien, deed of trust, or mortgage was recorded.
3. Deed Book where instrument is located
4. Page number where instrument is located.
5. Instrument number.
6. Parcel Identification number and/or Tax map number of subject property.
7. Original amount secured.
8. Last scheduled payment date of original obligation.
9. Name(s) of grantor(s).
10. Name(s) of the trustee(s).
11. Date certificate prepared.
12. Signature(s) of beneficial title holders, attorney or representing agent. Not filled out online.
13. Check appropriate title box.
14. Name(s) of beneficial titleholder if different than the original trustee(s). Must be typed.
15. City or county name, date certificate acknowledged and name and title of person, including commission expiration date if notary, taking acknowledgement. Not filled out online.
16. Date and time certificate was admitted to record and name of clerk and/or deputy clerk admitting certificate to record. Not filled out online.