

**Using This Revisable PDF Form**

## 1. Copies

As determined by local court practice.

## 2. Prepared by

a. Data Element Nos. 1 through 13 – prepared by lien creditor.

b. Data Element No. 14 – completed by notary public.

c. Data Element Nos. 15 and 16 – completed by clerk.

## 3. Attachments – none.

**CERTIFICATE OF PARTIAL 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/MORTGAGE/OTHER LIEN DEED BOOK NO. PAGE NO. INSTRUMENT NO.

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

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

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

**7** [ ] Maker(s) of Note(s), Bond(s) or other Evidence(s) of Debt **7** [ ] Grantee(s) if no Separate Evidence(s) of Debt

..... **8** ..... \$ ..... **9** .....  
DATE(S) OF NOTE(S) AMOUNTS AND TOTAL OF NOTE(S)

The lien of the above-mentioned deed of trust, mortgage or other lien securing the above-mentioned note is released insofar as it is applicable to

..... **10** .....  
DESCRIPTION OF PROPERTY

recorded in deed book ..... **11** ..... at page ..... **11** ..... or instrument no. ..... **11** ..... in the clerk's office of this court.

The undersigned is/are the legal holder(s) of the obligation, note, bond or other evidence of debt secured by said deed of trust, mortgage or other lien.

..... **12** ..... **13** .....  
DATE HOLDER OF NOTE(S), BOND(S) OR OTHER EVIDENCE(S) OF DEBT  
..... **13** .....

[ ] City [ ] County of ..... State/Commonwealth of .....

The foregoing instrument was subscribed and sworn to/affirmed before me this ..... day

of ..... , 20 .....

**14** { by .....  
HOLDER OF NOTE(S), BOND(S) OR OTHER EVIDENCE(S) OF DEBT

.....  
PRINTED NAME OF NOTARY PUBLIC SIGNATURE OF NOTARY PUBLIC  
(My commission expires .....)  
Registration No. ....

This instrument was admitted to record on ..... **15** ..... at ..... **15** ..... m.  
DATE TIME

..... **16** ..... , Clerk by ..... **17** ..... , Deputy Clerk

**Data Elements**

1. Court name where instrument was recorded.
2. Date lien, deed of trust/mortgage was recorded.
3. Deed Book and Page Number or Instrument Number where instrument is located.
4. Tax map reference number or parcel identification number.
5. Name(s) of grantor(s) or marker(s).
6. Name(s) of trustee(s).
7. Check appropriate box that is applicable to type of marker or grantee.
8. Date of note.
9. Amount of note(s), bond(s) or other evidence(s) of debt.
10. List description of property.
11. Deed Book and Page or Instrument Number where Data Element No. 10 is recorded.
12. Date certificate and affidavit completed.
13. Signature(s) of holders of note(s), bond(s) or other evidences of debt.
14. Certificate of notary public to include city or county name of location where oath is made, date Certificate is acknowledged, name of person(s) under oath (see Data Element No. 13), notary public's commission expiration date, notary public's registration number, and signature and printed name of notary public.
15. Date and time certificate was admitted to record.
16. Name/signature of clerk in whose office the certificate is recorded.
17. Signature of deputy clerk admitting certificate to record.