
Using This Revisable PDF Form

1. Prepared by settlement agent or a duly authorized officer, director, member, partner or employee of such settlement agent.
2. Attachments:
 - a. Copy of notice of intent to release in accordance with Va. Code §§ 55.1-3101 and 55.1-3102.
 - b. Copy of owner's affidavit in accordance with Va. Code §§ 55.1-3101 and 55.1-3102.
3. Preparation: none.

Data Elements

1. Name and city/county of court.
2. Name of judgment debtor(s).
3. Name of judgment lien creditor(s).
4. Name of settlement agent and RESA registration number.

Information about recorded judgment lien:

5. Date judgment was docketed.
6. Judgment lien book.
7. Book page number.
8. Instrument number.
9. Parcel Identification Number or Tax Map Reference Number of property subject to release as assigned by locality.
10. Date of certificate.
11. Signature of authorized signer and title of authorized signer.

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, name/signature of clerk in whose office instrument is recorded, and signature of deputy clerk admitting instrument to record.

**CERTIFICATE OF RELEASE AND
AFFIDAVIT OF SETTLEMENT AGENT**

COMMONWEALTH OF VIRGINIA VA. CODE §§ 55.1-3100 to 55.1-3104

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VIRGINIA: The Circuit Court of the [] City [] County of
is the location of the following record referenced by this certificate.

The undersigned hereby certifies and affirms that, in accordance with the provisions of § 55.1-3101 of the Code of Virginia of 1950, as amended and in force on the date hereof, (a) the undersigned is a settlement agent as defined in subsection A of § 55.1-3100 of the Code or a duly authorized officer, director, member, partner, or employee of such settlement agent; (b) the settlement agent, after exercising due diligence to locate the creditor, has sent to the lien creditor in the manner specified in subsection B of § 55.1-3101 of the Code the notice of intent to release the property from the lien of the below referenced judgment lien and possesses evidence of receipt of such notice by the lien creditor or evidence of failed attempts; (c) the settlement agent has not received a payoff amount from the lien creditor shown on the recorded abstract of judgment or any assignee or representative thereof or any objection to the release of the property from the lien of the judgment lien; and (d) the lien of the judgment lien is hereby released as to the subject property. A copy of the notice of intent to release and the owner's affidavit in accordance with § 55.1-3101 of the Code are attached hereto pursuant to § 55.1-3102 of the Code.

Name of Judgment Debtor(s) **2**

Name of Judgment Lien Creditor(s) **3**

Name of Settlement Agent and RESA Registration No. **4**

Recordation Information for Recorded Judgment Lien:

5	6	7	8
DATE JUDGMENT DOCKETED	JUDGMENT LIEN BOOK	BOOK PAGE	INSTRUMENT NO.

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.....
PARCEL IDENTIFICATION NUMBER/TAX MAP NUMBER OF PROPERTY SUBJECT TO RELEASE

10	11
DATE	AUTHORIZED SIGNER & TITLE

[] City [] County of State/Commonwealth of

Subscribed, sworn to and acknowledged before me this day of, 20

by
NAME TITLE

.....
PRINTED NAME OF NOTARY PUBLIC SIGNATURE OF NOTARY PUBLIC

(My commission expires)
Registration No.

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This instrument was admitted to record on at
DATE TIME

....., Clerk by Deputy Clerk

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