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How to Complete Your Florida Satisfaction of Mortgage

Satisfaction of Mortgage (Section 701.04, Florida Statutes)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. When a Florida mortgage is paid off, the holder signs this satisfaction so the Clerk can cancel the mortgage of record. Private lenders and family loans often need it.

1. **Fill in the top box (Page 1)**
   Enter who prepared the document, the return address, and the parcel ID number. Leave the box at the top right blank for the Clerk.
2. **Who signs**
   The current holder of the mortgage (or its authorized officer).
3. **Sign before a notary (Page 3)**
   Bring a current, government-issued photo ID.

After It's Signed

- Record the original with the Clerk of the Circuit Court (official records) in the county where the property is located.
- Florida law requires the holder to record a satisfaction within 60 days after full payment.

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SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in multiple states. Phone and video consultations are available, wherever you are. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

Prepared by and return to:

Name

Address

Parcel Identification Number

Space above reserved for the Clerk of Court

SATISFACTION OF MORTGAGE

(Section 701.04, Florida Statutes)

Owner and holder of the mortgage: name and address

certifies that the mortgage described below has been **fully paid and satisfied**, and directs the Clerk to cancel it of record.

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Mortgagor

Dated

Official Records Book/Page or instrument no.

Original amount ($)

the following described land in

County

Florida:

Legal description (attach Exhibit A if more space is needed)

Property address

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X _____ Title

Holder or authorized signer

Printed name

NOTARY ACKNOWLEDGMENT

STATE OF FLORIDA)
COUNTY OF) ss.

The foregoing instrument was acknowledged before me by means of

physical presence, or

online notarization,

this (date) by (name of signer, individually or for the holder)

Personally known, OR

Produced identification. Type of identification produced:

Type of ID

X _____

Notary Public

(Notary seal)

Notary's printed name

Commission number My commission expires

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