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How to Complete Your New York Satisfaction of Mortgage

Satisfaction of Mortgage (RPL § 321)

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

About this form. When a New York mortgage is paid off, the holder signs this satisfaction so the County Clerk can discharge the mortgage from the records. Private lenders and family loans often need it.

1. **Record and return to (top of Page 1)**
   Enter who should receive the recorded original, and the tax map Section, Block, and Lot. Leave the space above the dotted line blank for the County 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 County Clerk of the county where the property is located (in New York City, the City Register through ACRIS).
- New York law requires the holder to deliver a satisfaction within 30 days after the loan is paid off.

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SCAN TO BOOK

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

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YOUR FORM BEGINS ON THE NEXT PAGE

RECORD AND RETURN TO:

SPACE ABOVE RESERVED FOR THE COUNTY CLERK / CITY REGISTER

Tax map: Section / District Block Lot County / Town

SATISFACTION OF MORTGAGE

(New York Real Property Law § 321)

Owner and holder of the mortgage: name and address
certifies that the mortgage described below has been **paid in full**, and consents that it be discharged of record.

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Mortgagor Amount ($) Dated

Recorded (liber and page, or CRFN) and county

Assignments of record, if any

ALL that certain plot, piece or parcel of land, with the buildings and improvements thereon, situate, lying and being in the

City / Town / Village of County of
State of New York, described as follows:

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

Premises known as (street address)

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X

Holder or authorized signer Title

Printed name

ACKNOWLEDGMENT IN NEW YORK (RPL § 309-a)

STATE OF NEW YORK)
) ss.:
COUNTY OF)

On the day of in the year (month and year)

before me, the undersigned, personally appeared

name(s) of signer, individually or for the holder

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

X

Notary Public

(Notary seal)

Notary's printed name

Registration No. Qualified in (county) Commission expires

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