

CLERK OF CIVIL DISTRICT COURT  
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New Orleans, LA 70112



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**Dale N. Atkins**  
CLERK OF COURT  
AND EX-OFFICIO RECORDER

**REQUEST TO CANCEL MORTGAGE OR PRIVILEGE AND RELEASE LICENSED**

**FINANCIAL INSTITUTION PURSUANT TO LA R.S. 9:5172  
(formerly LA R.S. 44:109)**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

**BE IT KNOWN THAT** on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned Notary Public, appeared \_\_\_\_\_ (name of financial institution) herein represented by its undersigned duly authorized representative, which declared that it is a licensed financial institution as defined in LA R.S. 9:5172 and that one of the following statements is true and correct:

- (1) The institution was the obligee or the authorized agent of the obligee of the obligation secured by the mortgage or privilege described below when the obligation was extinguished, and the secured obligation has been paid or otherwise satisfied or extinguished; or
- (2) The institution is the obligee or authorized agent of the obligee of the secured obligation, and it releases the mortgage or privilege described below.

The Clerk of Civil District Court and Ex-Officio Recorder of Mortgages for Orleans Parish is hereby expressly requested, authorized and directed to cancel the recordation of the mortgage or privilege described as follows:

A mortgage or privilege granted by: \_\_\_\_\_

In favor of: \_\_\_\_\_

Date of Instrument: \_\_\_\_\_

Parish of Recordation: \_\_\_\_\_

Recording Data: \_\_\_\_\_

Legal Description is as follows or is hereby attached as Exhibit "A": \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) The recorder of mortgages shall not be liable for any damages resulting to any person or entity as a consequence of canceling a mortgage or vendor's privilege pursuant to this form.

**THUS DONE AND PASSED** before me, Notary Public, on the date set forth above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Officer and Title

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Requested mailing address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Bar Roll or Notary Number

\_\_\_\_\_  
Commission Expiration