

To: Hon. Mike Spence Caddo Parish  
Clerk of Court and ex-officio  
Recorder of Mortgages

**REQUEST FOR CANCELLATION OF MORTGAGE OR PRIVILEGE AND  
RELEASE BY LICENSED FINANCIAL INSTITUTION  
Pursuant to R.S. 9:5172**

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

BE IT KNOWN that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Before me, the undersigned Notary Public appeared:

Herein represented by its undersigned duly authorized representative, which declared that it is a licensed financial institution as defined in R.S. 9:5172 et seq. and that one of the following statements is true and correct:

- (1) The institution was the obligee or 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 Court and Ex-Officio Recorder of Mortgages in and for the Parish of Caddo is hereby expressly requested, authorized, and directed to cancel the recordation of the mortgage or privilege described as follows:

**Mortgage or Privilege** granted by \_\_\_\_\_  
In favor of \_\_\_\_\_  
Date of Instrument: \_\_\_\_\_ Parish of Recordation: \_\_\_\_\_  
Instrument Nbr: \_\_\_\_\_  
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:** \_\_\_\_\_  
**PRINTED NAME OF OFFICER AND TITLE:** \_\_\_\_\_  
**COMPANY NAME OF FINANCIAL INSTITUTION:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY, STATE, AND ZIP CODE:** \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Printed Name of Notary and Bar Roll or Notary Number