



Co-op Release Requests – Instructions and Requirements

Listed below are the instructions and requirements for submitting a Co-op Release Request for loans serviced by Ditech Financial LLC (“Ditech”).

Key Points	<ol style="list-style-type: none"> 1. Please allow four (4) to six (6) weeks to complete the request. 2. Original loan documents will not be released until all required items have been received. 3. Requests will be processed in the order in which they are received. Rush requests will not be accommodated. 4. Ditech will provide the loan documents that are available. Ditech cannot guarantee that all original loan documents can be provided. 5. Ditech will not be held responsible if rate lock commitments expire before processing is complete.
Processing Fee Details	<ol style="list-style-type: none"> 1. There is a \$525 processing fee due at the time of closing/funding payable to Fentin Goldman Turk & Davidoff LLP 2. Personal checks will not be accepted. The following will be accepted: bank check, official check, cashier’s check or money order.
Required Item Details	<ol style="list-style-type: none"> 1. The completed Co-op Request Worksheet (page 2 of this document) 2. A signed Borrower’s Authorization Form approving the release of information/documents. 3. Copies of any UCC-1’s for this loan for which UCC-3 terminations will be needed.
Address for Submitting Requests	<p>Fentin Goldman Turk & Davidoff LLP Attn.: Debbie Matthews 120 Bloomingdale Road, Suite 308 White Plains, NY 10605</p> <p>Requests may also be submitted via email or fax</p>
Contact Information	<p>Tel.: (914) 220-4400 Direct Dial: Deb (914) 220-4458 Fax: 914-428-1969 or 914-220-4410 Email: dmatthews@fentingoldman.com or jmadfes@fentingoldman.com</p>



Co-op Request – Worksheet

Please complete all areas. Please print clearly.

Date	
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Borrower Name	
Ditech Account #	
Property Address	

If a refinance, New Lender Information	Legal Name	
	Address	

Attorney for Borrower OR Closing Agent For New Lender Information	Name	
	Address	
	Contact	
	Phone	
	Fax	
	Email	

Proposed Closing Date	
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Required Documents to be Included with the Co-op Release Request Worksheet

- _____ 1. A signed Borrower’s Authorization Form approving the release of information/documents.
- _____ 2. Copies of any UCC-1’s for this loan for which UCC-3 terminations will be needed.



**AUTHORIZATION TO RELEASE INFORMATION AND
CO-OP RELEASE PROCESSING FEES DISCLOSURE**

I/we (referred to as "Borrower," "I," "me," or "my" herein) acknowledge and agree that I am requesting Ditech Financial LLC ("the Servicer") to process and release my collateral file documents (Stock Certificate, Proprietary Lease, and UCC-3 Termination) in connection with my sale or refinance of the Cooperative Unit. The Borrower understands that the Servicer is retaining an attorney to act as Bailee to hold the appropriate collateral file documents and to represent the Servicer in the Co-op Release transaction. I agree to pay the Servicer's \$525.00 processing fee to Fentin Goldman Turk & Davidoff LLP, and I understand that said processing fee of \$525.00 to Fentin Goldman Turk & Davidoff LLP is due at closing/funding.

Borrower authorizes the Servicer, and their attorney to provide information about my loan to the new lender, the broker, if any, the closing attorney, my attorney, if any, and any other parties requesting information in connection with the Co-op Release transaction. Further, I agree to indemnify, defend, and hold Ditech Financial LLC, the Servicer, and their respective affiliates, subsidiaries, parent company, representatives, agents, officers, directors, employees, contractors, attorneys, shareholders, investors, predecessors, successors, and assigns harmless from and against any claims, penalties, losses, damages, expenses, and costs relating to the Servicer, or their attorney's providing information about my loan in accordance with this authorization.

Borrower Printed Name

Borrower Printed Name

Borrower Signature

Borrower Signature

Date

Date