

## M&T BANK CEMA ASSIGNMENT REQUESTS

Please note that it could take two (2) to four (4) weeks just for the retrieval of the original collateral documents. The entire process could take up to eight (8) weeks. The lender cannot guarantee that the loan documents will be located. As such, the borrower and borrower's new lender **MUST** agree to alternative documents (i.e., lost note affidavit).

To start the process, please provide the following items and information:

- Borrower(s) name(s)
- Last four digits of Borrower(s) social security number(s)
- Loan # from most recent loan statement
- Property Address
- Mortgage schedule listing all mortgage(s), assignment(s), consolidation extension and modification agreement(s), etc., from title report for mortgage(s) that are to be assigned.
- The complete legal name and address of the new lender as it is to appear on the assignment and allonge, as well as a Record & Return address if available
- If assignment is being requested into MERS, a MERS MIN for the new loan must be provided
- An authorization signed by **ALL** borrowers/title holders. There are different forms for properties located within NYC and those outside of NYC – see attached
- Contact information (including email and fax#) for the closing attorneys/settlement agent for the new lender
- Non-refundable fee to M & T Bank in the form of a certified, cashier's or other official bank check in the amount of (NYC properties) \$1,250.00 or (outside of NYC) \$500.00 is due at application.
- Fee to Fentin Goldman Turk & Davidoff LLP is \$650.00. The non-refundable processing fee portion of this amount is \$150 and is due at application payable to Fentin Goldman Turk & Davidoff LLP. The remaining \$500 is due at closing to "Fentin Goldman Turk & Davidoff LLP." No personal checks will be accepted. This check may be drawn on an attorney escrow or trust account or can be a certified, cashier's or other official bank check or a money order.
- Transaction must close within 90 days or the file will be returned to Lender and additional fees may be charged to retrieve the file again.

All of the above items/information must be provided. Incomplete requests will not be processed until all items/information have been received.

The above items and information should be sent directly to the following address:

Fentin Goldman Turk & Davidoff LLP  
Attn: Payoff Department  
120 Bloomingdale Road, Suite 308  
White Plains, NY 10605

Payoff Department  
Collateral@FentinGoldman.com  
914-220-4400

**M&T BANK**  
**CEMA ASSIGNMENT REQUESTS**

**CEMA Assignment Request**

**Please complete all information. Please print clearly.**

Date \_\_\_\_\_

Borrower(s) Name(s): \_\_\_\_\_

Last 4 digits of each Borrower's Social Security number: \_\_\_\_\_

Loan Account #: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Attorney for Borrower OR Closing Agent for New Lender Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Proposed Closing Date \_\_\_\_\_

**New Lender information**

Legal Name (as should appear on docs) \_\_\_\_\_

If assignment into MERS, provide new lender's MIN \_\_\_\_\_

Address (for Assignment) \_\_\_\_\_

R&R if different than above \_\_\_\_\_

**Required Items to be Included with this CEMA Collateral Request**

- \_\_\_ 1. Signed New York Refinance Assignment Fee Consent and Authorization Form.
- \_\_\_ 2. Mortgage schedule.
- \_\_\_ 3. Check payable to M&T Bank for the non-refundable processing fee for \$1,250.00 or \$500.00
- \_\_\_ 4. Check for \$150.00 payable to Fentin Goldman Turk & Davidoff LLP for the non-refundable processing fee

**NEW YORK REFINANCE ASSIGNMENT FEE CONSENT AND AUTHORIZATION FORM**

*(For properties located within 5 boroughs of New York City)*

M & T Bank  
1 Fountain Plaza, 4<sup>th</sup> Floor  
Buffalo, NY 14203  
Attn: Collateral Support Services

Re: M & T Bank Mortgage No.: \_\_\_\_\_  
Borrower(s) Name(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_

Dear Collateral Support Services:

I/we would like to request an Assignment of Mortgage to a new lender for the above referenced M&T Bank loan number and property. By submission of this request, I/we understand and agree that the processing fee to complete this request is \$1,250.00 (paid in full) and is non-refundable.

M & T Bank is authorized to discuss and provide information and/or documentation relating to this Assignment of Mortgage request to Fentin Goldman Turk & Davidoff LLP, the attorney representing the new lender, \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NEW YORK REFINANCE ASSIGNMENT FEE CONSENT AND AUTHORIZATION FORM**  
*(For properties located outside of New York City)*

M & T Bank  
1 Fountain Plaza, 4<sup>th</sup> Floor  
Buffalo, NY 14203  
Attn: Collateral Support Services

Re: M & T Bank Mortgage No.: \_\_\_\_\_  
Borrower(s) Name(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_

Dear Collateral Support Services:

I/we would like to request an Assignment of Mortgage to a new lender for the above referenced M&T Bank loan number and property. By submission of this request, I/we understand and agree that the processing fee to complete this request is \$500.00 (paid in full) and is non-refundable.

M & T Bank is authorized to discuss and provide information and/or documentation relating to this Assignment of Mortgage request to Fentin Goldman Turk & Davidoff LLP, the attorney representing the new lender, \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date