

## **Co-op Modification Request – Instructions and Requirements**

Listed below are the instructions and requirements for submitting a Co-op Modification Request for loans serviced by Nationstar Mortgage LLC d/b/a Mr. Cooper (“Mr. Cooper”).

<b>Key Points</b>	<ol style="list-style-type: none"> <li>1. Please allow four (4) to six (6) weeks to complete the request.</li> <li>2. Original loan documents will not be released until all required items have been received.</li> <li>3. Requests will be processed in the order in which they are received. Rush requests will not be accommodated.</li> <li>4. Mr. Cooper will provide the loan documents that are available. Mr. Cooper cannot guarantee that all original loan documents can be provided.</li> <li>5. Please be advised that the original note will not be changed.</li> </ol>
<b>Processing Fee Details</b>	<ol style="list-style-type: none"> <li>1. There is a \$1,000 processing fee due to Fentin Goldman Turk &amp; Davidoff LLP, as well as a \$25 overnight courier fee, for a request for a Modification of the collateral documents, without paying off the loan. Both fees would be due at the time of the document exchange. There may also be fees relating to the recording of any UCC-3 amendment(s).</li> <li>2. Personal checks will not be accepted. The following will be accepted: attorneys trust account checks, attorneys escrow checks, bank check, official check, cashier’s check or money order.</li> <li>3. Checks/money orders should be made payable to Fentin Goldman Turk &amp; Davidoff LLP</li> </ol>
<b>Required Item Details</b>	<ol style="list-style-type: none"> <li>1. The completed Co-op Request Worksheet (page 2 of this document)</li> <li>2. A signed Borrower’s Authorization Form approving the release of information/documents.</li> <li>3. Signed Requestor Statement.</li> <li>4. A current Lien Search for the borrower and property.</li> <li>5. Current government issued ID (i.e., Driver License)</li> </ol>
<b>Address for Submitting Requests</b>	<p>Fentin Goldman Turk &amp; Davidoff LLP          Attn.: Jason L. Madfes, Esq.          120 Bloomingdale Road, Suite 308          White Plains, NY 10605</p>
<b>Contact Information</b>	<p>Tel.: 914-220-4400          Direct Dial: FGTD Payoff Department 914-220-4458 / 914-999-8755 / 914-999-8758          Fax: 914-220-4410 or 914-428-1969          Email: <a href="mailto:Collateral@FentinGoldman.com">Collateral@FentinGoldman.com</a> and <a href="mailto:JMadfes@FentinGoldman.com">JMadfes@FentinGoldman.com</a></p>

**Co-op Modification Request – Worksheet**

Please complete all areas. Please print clearly.

Date	
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Borrower Name	
Mr. Cooper Account #	
Property Address	

Type of Modification	
Adding a party; removing a party or change in form of ownership?	

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

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

- \_\_\_\_\_ 1. Signed Borrower’s Authorization to Release Information and Co-op Release Processing Fees disclosure.
- \_\_\_\_\_ 2. Signed Requestor's Statement
- \_\_\_\_\_ 3. Current Lien Search
- \_\_\_\_\_ 4. Copies of any documents (i.e., Trust Agreement, Marriage Certificate, Divorce Decree, etc.) in connection with proposed modification of collateral documents

**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 Nationstar Mortgage LLC d/b/a Mr. Cooper (“Mr. Cooper”) (“the Servicer”) to process and modify my collateral file documents (Stock Certificate, Proprietary Lease, loan documents and UCC-3 termination) in connection with a modification of the Cooperative collateral documents. Borrower understands that Mr. Cooper is retaining an attorney to act as Bailee to hold the appropriate collateral file documents and to represent Mr. Cooper in the modification. Borrower agrees to pay a \$1,000.00 processing fee to Fentin Goldman Turk & Davidoff LLP, as well as a \$25.00 overnight courier fee which are both due at closing/funding. Borrower also agrees to pay any and all fees relating to the preparation and recording of any UCC-3 amendment(s).

Borrower authorizes Mr. Cooper, and their attorney to provide information about my loan to the new lender, if any, the broker, if any, the closing attorney, if any, my attorney, if any, and any other parties requesting information in connection with the modification transaction. Further, I agree to indemnify, defend, and hold Mr. Cooper, 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 Mr. Cooper, 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

## REQUESTOR'S STATEMENT

I represent that the borrower(s) has/have authorized me to request the original collateral file for the above-referenced loan on his/her/their behalf. I have reviewed the information contained above and represent that it is true and accurate. I understand that Nationstar Mortgage LLC d/b/a Mr. Cooper ("Mr. Cooper") is retaining a firm to hold the appropriate collateral file documents and to represent Mr. Cooper, in connection with the modification transaction. There is a \$1,000 processing fee due to Fentin Goldman Turk & Davidoff LLP, as well as a \$25 overnight courier fee. There may also be fees relating to the preparation and recording of any UCC-3 amendment(s). All fees are due at closing. I agree to cooperate with Mr. Cooper, and their representatives in the modification transaction. I understand the fees are due at closing and the representative will not release the Stock Certificate, Proprietary Lease, or any of the documents from the collateral file until the firm has been paid their fee. It is understood that the modified collateral documents will be surrendered to Fentin Goldman Turk & Davidoff LLP so that they can be forwarded to Mr. Cooper.

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Requestor's Name

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Requestor's Company Name

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Phone Number

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Fax Number

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Email Address

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Requestor's Signature

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Date