

Co-op Release Request – Instructions and Requirements

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

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. Mr. Cooper will provide the documents that are available. Mr. Cooper cannot guarantee that all original documents can be provided. 5. Mr. Cooper will not be held responsible if rate lock commitments expire before processing is complete. 6. 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.
Processing Fee Details	<ol style="list-style-type: none"> 1. There is a \$750 processing fee due to Fentin Goldman Turk & Davidoff LLP, as well as a \$25 overnight courier fee. Both fees are due at closing. 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. 3. Checks/money orders should be made payable to Fentin Goldman Turk & Davidoff LLP 4. If this is a request for a Modification of the collateral documents without paying off the loan, the fee is \$1,000 plus a \$25 overnight courier fee. Both fees would be due at the time of the document exchange. DIFFERENT FORMS ARE NEEDED.
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. Signed Requestor Statement. 4. 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.: Payoff Department 120 Bloomingdale Road, Suite 308 White Plains, NY 10605</p>
Contact Information	<p>Tel.: 914-220-4400 Direct Dial: FGTD Payoff Department 914-220-4458 / 914-999-8755 / 914-999-8751 Fax: 914-428-1969 or 914-220-4410 Email: Collateral@FentinGoldman.com</p>

Co-op Release Request – Worksheet

Please complete all areas. Please print clearly.

Date	
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Borrower Name	
Mr. Cooper Account #	
Property Address	

Sale or Refinance?	
If a refinance, name of new lender?	

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. Copies of any UCC-1’s for this loan for which UCC-3 terminations will be needed.
- _____ 3. Signed Requestor's Statement

**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 release my collateral file documents (Stock Certificate, Proprietary Lease, loan documents and UCC-3 termination) in connection with my sale or refinance of the Cooperative Unit. 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 Co-op Release transaction. Borrower agrees to pay a \$750.00 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 understands that the 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.

Borrower authorizes Mr. Cooper, 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 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 Co-op transaction. There is a \$750 processing fee due to Fentin Goldman Turk & Davidoff LLP, as well as a \$25 overnight courier fee. Both fees are due at closing. I agree to cooperate with Mr. Cooper, and their representatives in the Co-op transaction. It is understood that the fees are due at closing and the FGTD representative will not release the Stock Certificate, Proprietary Lease, UCC-3 termination or any other documents from the collateral file until the firm has been paid said fee and lien holder has been paid in full.

Requestor's Name

Requestor's Company Name

Phone Number

Fax Number

Email Address

Requestor's Signature

Date