

DOVENMUEHLE/MATRIX FINANCIAL/TWO HARBORS
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 or longer. 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 – see form attached
- Requestor's Statement – see form attached
- Contact information (including email and fax#) for the closing attorneys/settlement agent for the new lender
- Check payable to "Jason L. Madfes, Esq." in the amount of \$250 which represents the non-refundable processing fee

Lender does not currently charge an Assignment Fee. The Payoff bank attorney fee is \$850. The non-refundable processing fee portion of this amount is \$250 and is due at application payable to Jason L. Madfes, Esq. The remaining \$600 is due at closing to "Jason L. Madfes, Esq." No personal checks will be accepted, this check may be drawn on an attorney escrow account or can be a bank check or money order.

The above items and information should be sent directly to my attention at the address below.

Jason L. Madfes, Esq.

Partner

Fentin, Goldman, Turk & Davidoff LLP

120 Bloomingdale Road, Suite 308

White Plains, NY 10605

(212) 882-1437 Mobile

(914) 220-4420 Direct

(732) 559-7142 Fax

jmadfes@fentingoldman.com

**DOVENMUEHLE/MATRIX FINANCIAL/TWO HARBORS
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 Co-op Collateral Request

- ___ 1. Signed Borrower's Authorization to Release Information and CEMA Processing Fees disclosure.
- ___ 2. Mortgage schedule.
- ___ 3. Signed Requestor's Statement
- ___ 4. Check for \$250.00 payable to Jason L. Madfes, Esq. for the non-refundable processing fee

AUTHORIZATION TO RELEASE INFORMATION AND CEMA PROCESSING FEES DISCLOSURE

I/we (referred to as “Borrower,” “I,” “me,” or “my” herein) acknowledge and agree that I am requesting an assignment of my mortgage to a new lender in connection with a Consolidation, Extension, and Modification Agreement (“CEMA”) between my new lender and me or my designee. Borrower understands that the existing Lender/Servicer is accommodating my request so that there may be a reduction in the amount of mortgage tax that would have to be paid on a new loan. The Lender/Servicer is retaining an attorney to act as Bailee to prepare the necessary documents and hold the appropriate collateral file documents and to represent the Lender/Servicer in the CEMA Assignment transaction. I agree to pay the \$850.00 processing fee to Jason L. Madfes, Esq. Borrower understands that the processing fee of \$850.00 to Jason L. Madfes, Esq. is non-refundable. Further \$250.00 of the \$850.00 is due upon request of the CEMA Assignment, regardless of whether the existing loan is subsequently paid in full or not.

Borrower specifically authorizes Dovenmuehle Mortgage, Inc. to release any and all documents and provide any and all information in relation to my loan to Jason L. Madfes, Esq. Borrower further authorizes the Lender/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 CEMA Assignment transaction. Further, I agree to indemnify, defend, and hold Lender/Servicer and Jason L. Madfes, Esq. 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 Lender/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

Borrower Printed Name

Borrower Printed Name

Borrower Signature

Borrower Signature

Date

Date

REQUESTOR'S STATEMENT

I/We represent that the borrower(s) has/have authorized me/us to request an assignment of mortgage to a new lender in connection with a Consolidation, Extension, and Modification Agreement ("CEMA") between the borrower(s) new lender and the borrower(s). I/We have reviewed the information contained above and represent that it is true and accurate. I/We understand that Jason L. Madfes, Esq. will be acting as the Bailee/Collateral-Payoff Attorney/Representative for Dovenmuehle Mortgage, Inc./Matrix Financial Services Corp./Two Harbors Investment Corp. ("Lender") in connection with the CEMA Assignment transaction. There will be a \$850.00 processing fee due to Jason L. Madfes, Esq. which is non-refundable. Further \$250.00 of the \$850.00 is due upon request of the CEMA Assignment, and is non-refundable regardless of whether the existing loan is subsequently paid in full or not. The balance of this fee is due at closing/funding. I agree to cooperate with Lender and their representative in the CEMA Assignment transaction. I understand the balance of the fee is due at closing/funding and the representative will not release any documents until this fee has been paid and the lien holder has been paid in full.

Requestor's Name

Requestor's Company Name

Phone Number

Fax Number

Email Address

Requestor's Signature

Date