

MASON & MASON, PC

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Assignment Procedure

In order to order an Assignment of Mortgage on an Aurora Loan Servicing loan, please email the following:

Borrower(s) Name

Property Address

Loan Number

Social Security #

Bank Attorney (please include contact name, phone and fax)

New lender information (name and address) If there are any changes to the new lender information a \$125.00 fee will be charged to prepare a new assignment.

ALL INFORMATION MUST BE EMAILED TO: LisaWenchell@masonandmason.net

An emailed response will be received within 24 to 48 hours.

Please have the attached form filled out and signed by the borrower and faxed back to Mason & Mason, P.C. Attention: Lisa Wenchell along with the mortgage schedule page(s) from the title report.

The fee to Mason & Mason, P.C. of \$525.00 must be paid prior to closing. Please forward the check made payable to Mason & Mason, P.C. and send the check to 394 Old Country Road, Garden City, NY 11530 Attention: Lisa Wenchell. This fee is NON-REFUNDABLE.

Thank you,
Mason & Mason, P.C.