

MASON & MASON, PC

Attorneys at Law
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OF COUNSEL
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CLOSING MANAGER / PARALEGAL
LISA M. WENCHELL

PARALEGALS
JENNY YULE

LEGAL ASSISTANTS
STACY A. WILKO

Assignment Procedure

ALL INFORMATION MUST BE EMAILED TO:

LisaWenchell@MasonandMason.net

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

1. Borrower(s) Name
2. Property Address
3. Aurora Loan Number
4. Social Security # (s)
5. Bank Attorney Information (please include contact, phone and fax) **WE MUST HAVE THIS AT TIME OF REQUEST**
6. New lender information (Name and address) (If lender changes there will be an additional 150.00 fee to prepare new assignment) **WE MUST HAVE THIS AT THE TIME OF REQUEST.**

**The Fee for Mason & Mason of \$ 525.00 must be paid prior to closing. Please forward the check made payable Mason & Mason, P.C. and send the check and a copy of the mortgage schedule page from the title report to 394 Old Country Road, Garden City, NY 11530
Attention: Lisa Wenchell**

Thank you,
Mason & Mason, P.C.