

WILLIAM M. MASON\*  
MICHAEL V. MASON  
GERARD J. McCREIGHT  
PAULA COKINOS  
MICHAEL LAROSA

OF COUNSEL  
MARTIN A. SHLUFMAN  
\*admitted in NJ

**MASON & MASON, PC**  
Attorneys at Law  
394 OLD COUNTRY ROAD  
GARDEN CITY, N.Y. 11530  
TEL: (516) 739-3090 FAX: (516) 739-3077

**CLOSING MANAGER / PARALEGAL**  
LISA M. WENCHELL

**PARALEGALS**  
JENNY YULE

**LEGAL ASSISTANTS**  
STACY A. WILKO

## PROCEDURE LIST FOR CEMA'S

1. The borrower or the Mortgage Broker must make the initial request to the current lender for the Assignment of Mortgage. Please give them the name of the new lender and the address for the assignment. If you are unsure, please call me and ask. If it is incorrect it will only have to be corrected to schedule a closing.
2. Please notify the Old lender that the Bank Attorney will be Mason & Mason with the address, phone and fax listed above. The contact will be Lisa M. Wenchell. My email address is [Lisamarie70@aol.com](mailto:Lisamarie70@aol.com) if they wish to email me anything.
3. Please **overnight** or **email** a full title report to our office for review. Must have all departmental searches run with no open permits and no violations on title. Please do not fax it.
4. When the documents come in from the Old lender they will forward then to the attorney who represents them for the payoffs. At that time they will contact me for a copy of the mortgage schedule page from the title report in order to prepare the proposed assignment. They will then fax to me for review the proposed assignment, copy of the original endorsed note and copy of the original recorded mortgage.
5. If any of the original documents are missing then "Certified True Copies" from the county clerk office must be obtained prior to setting the closing. If the Note is lost and the new lender does not accept a Lost Note Affidavit, then the Mortgage broker will need to obtain a copy of the Note from the borrower and it must be re-executed at closing and sent back to the bank with the original collateral documents.
6. Once 1 thru 5 are completed and all clear then we can set up a closing. Mason and Mason will be doing the closing on behalf of the Lender.
7. Legal fee is \$795.00 and for reviewing and preparing the cema the fee is \$250.00. If you wish for us to travel for the closing, it must be in an office with a fax machine and a copier. The travel fee is \$250.00.

Thank you very much for the business. If you should have any questions not addressed in this letter, please do not hesitate in contacting the undersigned.

Sincerely,  
Lisa M. Wenchell  
[Lisamarie70@aol.com](mailto:Lisamarie70@aol.com)  
or [LisaWenchell@MasonandMason.net](mailto:LisaWenchell@MasonandMason.net)  
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