

## CEMA Request Form

Loan Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

Borrower's Full Name: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**What is this form used for?** It's used to submit a written request for release of a collateral file and other documents required for a New York Consolidation, Extension, & Modification Agreement (CEMA) refinance.

**What is needed from me?** It's simple! Follow the steps below.

**Step 1.** Read this form in its entirety. If you have any questions, please contact our Customer Service department using the contact information provided in this form.

**Step 2.** Provide required documents:

- \$500.00 money order or cashier's check payable to RoundPoint Mortgage Servicing LLC ("RPMS");
  - This fee is non-refundable and must be received in order for your request to be processed.
  - The breakdown of the \$500 fee is described below:
    - CEMA Exchange Law Firm Preparation Fee : \$250
    - CEMA Processing Fee: \$250
- Third party authorization form;
- Written request for CEMA transaction from attorney representing the borrower;
- Copy of attorneys' malpractice policy;
- Copy of recent title search/title commitment including images of all related recorded documents; and
- Proof of loan commitment or other evidence that the borrower is pre-approved for CEMA.

**Step 3.** Sign below. Your signature indicates that you fully understand the following:

- The \$500 fee (\$250 CEMA exchange law firm Preparation fee and \$250 RoundPoint Processing Fee) is non-refundable and must be received in order for your request to be processed.
- A \$400.00 CEMA Closing Fee payable to the CEMA exchange law firm will be due at the time of closing. The law firm will be handling the preparation of the transfer documents (Assignments and allonges) to your new lender, holding and delivering the Collateral File, and attending the closing on RPMS' behalf.
- If the request is submitted, but the CEMA transaction subsequently fails to close or is cancelled, the \$400.00 CEMA Closing Fee payable to the exchange law firm will be waived.
- Any additional fees or recording fees incurred (\$25+ depending on your local jurisdiction) related to the CEMA request will also be charged to your account.

**Please note that the Collateral File containing the original mortgage documents will not be ordered until all required documentation and non-refundable \$500 fee (\$250 exchange law firm preparation fee and \$250 processing fee) is received. The average turn-time to receive the Collateral File is 20-30 business days but can take up to 60 days and will be provided at the day of closing.**

\_\_\_\_\_  
**Borrower's Signature**

\_\_\_\_\_  
**Date**

**Step 4.** Send us your signed and dated form and required documents!

**Submit the fully completed legible form and required documents to us by:**

**Email:** [Cema@roundpointmortgage.com](mailto:Cema@roundpointmortgage.com)

**Mailing Address:**

RoundPoint Mortgage Servicing LLC  
ATTN: Collateral Servicing/CEMA Team  
P.O. Box 19409  
Charlotte, NC 28219-9409

**Fax Toll Free:** 877-776-1112

**Overnight Address:**

RoundPoint Mortgage Servicing LLC  
ATTN: Collateral Servicing/CEMA Team  
446 Wrenplace Road  
Fort Mill, SC 29715



**What should I do if I have additional questions?**

If you need a payoff statement, or have questions or concerns, please call us at 877-426-8805 to speak with one of our friendly and knowledgeable customer service representatives. We are open Monday through Friday from 8:00 AM until 9:00 PM and Saturday from 10:00 AM until 3:00 PM Eastern Time.