



REQUEST FOR RELEASE OF A COLLATERAL FILE AND OTHER DOCUMENTS REQUIRED FOR CEMA REFINANCE

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 CEMA refinance.

What is needed from me?

It's simple! Follow the four 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:

- 3rd party authorization form;
- Written request for CEMA transaction from borrower;
- Copy of attorneys' Certificate of Liability Insurance;
- Copy of recent title search/title commitment;
- Proof of loan commitment or other evidence that the borrower is pre-approved for CEMA.

Step 3. Complete and Sign below. Your signature indicates that:

- You fully understand that you will be charged a CEMA processing fee of \$650.00.
 - This fee will be collected at closing as a separate check payable to our attorney representative - Stern & Eisenberg, P.C.
- If the request is submitted, but the CEMA transaction subsequently fails to close, you will be charged a cancellation fee of \$250.

First and Last Name:

Property Address (City, State, Zip Code):

Signature:

Date:

Step 4. Send us your form!

Where do I send the form and what should I do if I have questions?

If you have questions or concerns, please call us at 877-426-8805 to speak with one of our friendly customer service representatives. Submit the fully completed legible form to us by:

Email: Cema@RoundPointMortgage.com

Fax Toll Free: 877-776-1112

Mail: P.O. Box 19409
Charlotte, NC 28219-9409