

CHECKLIST FOR NEW YORK CEMAS



	Consolidation, Extension, and Modification (CEM) Agreement
	Certified true copy executed by all parties and includes name and title of authorized signor.
	Must include a completed Notary section for both the borrower and lender signatures.
	If MERS is the beneficiary, the MOM verbiage must be incorporated into Section E of the CEM Agreement.
	If the MOM verbiage is incorporated into Section E, a signature on behalf of MERS is required on a signature line inserted by a certifying MERS officer along with valid notary.
$\overline{\checkmark}$	Exhibit A - Schedule of Mortgages
	Must be clearly labeled as "Exhibit A" and list all Notes and Mortgages being consolidated, modified, and extended.
	If using page 5 of the CEM Agreement, both sections (1) and (2) must be completed.
$\overline{\checkmark}$	Exhibit B - Legal Description
	Schedule A of the mortgage may be utilized to disclose the legal description, however, the document must be labeled "Exhibit B" when attached to the CEM Agreement.
$\overline{\checkmark}$	Exhibit C - Consolidated Note
	Copy of the Consolidated Note signed at closing labeled "Exhibit C".
	Must include the following language at the top of the document: "This Note amends and restates in their entirety, and is given in substitution for, the Notes described in Exhibit A of the New York Consolidation, Extension, and Mondification Agreement dated the same date as this Note."
\square	Exhibit D - Consolidated Mortgage
	Copy of the Consolidate Mortgage labeled as "Exhibit D".
	Most current version of New York Fannie/Freddie Security Instrument (form 3033) completed in its entirety and applicable riders attached.
	If MERS is the beneficiary, the MOM verbiage must be incorporated into Section C of the mortgage.
	Consolidated Note
	Must be the original, executed document endorsed to Franklin American Mortgage Company.
	Must be the current version of the Fannie/Freddie uniform Note and include the following language at the top of the document: "This Note amends and restates in their entirety, and is given in substitution for, the Notes described in Exhibit A of the New York Consolidation, Extension, and Mondification Agreement dated the same date as this Note."
$\overline{\checkmark}$	Gap Note (New Money)(if applicable)
	Must be the original, executed document endorsed to Franklin American Mortgage Company.
	Gap Mortgage (if applicable)
	Certified true copy executed by the borrower(s).
	If MERS is the beneficiary, the MOM verbiage must be incorporated into Section C of the mortgage.
	Other
	Property must be located in the state of New York.
	All Original (Money) Notes and Gap (New Money) Notes executed by the borrower(s), including the full chain of endorsements and the endorsement to Franklin American Mortgage Company.
	Certified true copy of the Power of Attorney, if applicable.
	Certified true copy of recorded Mortgages for all respective Money and Gap Notes.
	Certified true copy of all Assignments of Mortgage.
	Certified true copy of any related agreement that modifies, consolidates, or extends prior underlying obligations and that predate the most recent CEMA.