

## Step 1

Loan Officer requests CEMA through FSB designated attorney list

### Approved CEMA Attorney list:

- Kevin Schmitt & Associates P.C. Ph: 516-794-0774 Email: [kschmitt@ksapc.net](mailto:kschmitt@ksapc.net)
- Peter D Tamsen P.C. Ph: 631-666-6929 Email: [peter@pdtlilaw.com](mailto:peter@pdtlilaw.com)
- Parkes Law Group P.C. Ph: 631-421-9300 [kparkes@tplawny.com](mailto:kparkes@tplawny.com)
- Suslovich & Klein, LLP Ph: 718-382-5700 [JFSUS@AOL.COM](mailto:JFSUS@AOL.COM)
- Abrams Garfinkel Margolis Berson, LLP Ph: 212-201-1170 [cgindi@agmblaw.com](mailto:cgindi@agmblaw.com)
- Annunziata & Asllani, LLP Ph: 646-866-7878 [gasllani@aandalegal.com](mailto:gasllani@aandalegal.com)
- Law Office of Diana Mullaev Ph: 718-998-3711 [Diana@MullaevLaw.Com](mailto:Diana@MullaevLaw.Com)

### The CEMA Attorney will do the following:

- Order title, payoff, and original Note
- Prepare the CEMA documents for closing including the Gap Note and Gap mortgage
- Return the original Note back with the collateral

## Step 2

Loan Officer must submit file to FSB correctly by marking the CEMA indicator in OpenClose.

**CEMA Indicator** - Located in the **Edit 1003, Property** Tab, and **CEMA Indicator** is marked **Yes**

The screenshot shows the 'Property' tab selected in the 'Edit 1003' form. The 'CEMA Indicator' dropdown menu is set to 'Yes'. A red arrow points to the 'CEMA Indicator' dropdown menu. The form also shows fields for Address, Zip, City, County, State, Property Type, Seasonal Property, FIPS, County Code, Subdivision Code, Block, Lot, and Unit.

## Step 3

Loan Officer must disclose the CEMA negotiated fees.

Fees to Disclose when closing a NY CEMA:

- CEMA Prep fee \$225
- Attorney Fee \$1,200