

**C L O S I N G   A P P O I N T M E N T   R E Q U E S T**

**Our Name:** A. Edward Major, Counsellors-At-Law

**Our Phone:** 212-683-3154 **Our Fax:** 212-370-0387 **Our E-mail:** [beverley@aedwardmajor.com](mailto:beverley@aedwardmajor.com)

**Our Address:** Main Floor, 135 East 38th Street, New York, NY 10016-2604

The more specific detail you can provide, the easier you make this process. Please answer all questions fully and accurately.

**Date of this request** (*NOT Closing Date; that goes below*): \_\_\_\_\_

**Bank Involved:**    *M&T*        *Key Bank*        *Bank of America*        *Atlantic*        **(Please circle)**

Is this:    first lien on apartment    Home Equity Line of Credit    both of the foregoing  
**Name(s) on Loan** (Last Name first; please use full names where possible and supply all middle initials  
for all borrowers): \_\_\_\_\_  
\_\_\_\_\_

**Loan Number(s):** \_\_\_\_\_

**Mortgaged Premises** (apartment designation, street address, County, Borough or  
Town): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this transaction involve a:    sale    refinancing    all cash deal - no incoming bank

**Date of Closing:** \_\_\_\_\_    **Time of Closing:** \_\_\_\_\_    **Confirmed or Tentative (Circle)**

**Place of Closing:** (include name of business or firm, name of closer, floor, suite or room number)  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone number at place of closing:** \_\_\_\_\_

**Fax number at place of closing:** \_\_\_\_\_

**For refinancings only: Date of Funding** \_\_\_\_\_

Will funding be at same time and location as closing?    Yes    No

If No, please specify on separate page the date, time, and location of funding.

**Seller's (or requester's) attorneys' name, firm, address, phone, fax numbers and E:mail address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES: All checks for payoff of loans **MUST BE CERTIFIED OR OFFICIAL BANK TELLERS' CHECKS, PAYABLE TO THE DIRECT ORDER OF THE BANK (UNENDORSED)**. Please do not ask for exceptions to be made, as this will substantially delay your closing. Please also be advised that any questions you have about the computation of any loan payoff amount must be referred in advance of closing to the Bank directly, as we have no way to verify any computation or modify any payoff amount.

**WE WILL APPEAR AT CLOSING APPROXIMATELY 30-45 MINUTES AFTER SCHEDULED TIME UNLESS SPECIFICALLY INSTRUCTED TO ATTEND "ON TIME" OR IF IT'S AN "ALL CASH DEAL."**

Our fees are:

- \$275.00 per hour for our services,
- \$ 30.00 disbursements (fax and overnight courier),
- \$150.00 travel fee for any closing outside New York County (Manhattan).
- \$ 60.00 per statement to file UCC-3 statements in New York,
- \$250.00 adjournment fee where we (a) are not the cause of the adjournment and (b) have not been given at least 24 hours' prior written notice by fax of the adjournment, and
- \$175.00 plus \$20.00 disbursements for simultaneous payoff of home equity line of credit.

All fees, to the extent applicable, are cumulative; this means that no one fee includes any other. Fees, to the extent applicable, may be made by personal uncertified check, and are in all cases payable at closing to:

**"A. EDWARD MAJOR, COUNSELLORS-AT-LAW"**.

Please get to us, as far in advance of closing as possible, the relevant portion of any judgment, lien, UCC, etc. search which either you, your purchaser, or your incoming lender has ordered, so that we terminate each and every UCC-1 which our client has filed. Please ask your purchaser or any incoming lender to provide this to us by fax. Limit the search you send us to copies of UCC statements that concern THE APARTMENT ONLY. We can terminate UCC filings by our clients or their predecessors, no one else's.

**WE CANNOT BE RESPONSIBLE FOR DELAYS ARISING FROM MATTERS NOT WITHIN OUR CONTROL.**

While we will make every reasonable effort to accommodate your requests, we cannot be responsible for any matters arising out of nondelivery of, or defects in, original documents not in our custody or under our control.

Our bank clients and The State of New York Mortgage Agency (SONYMA) advise that they require not less than 21 business day's prior notice before any files held by them can be made available.

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