

**FIRST COLONY MORTGAGE CORPORATION**  
**CEMA Refinance Request Form**

Complete this form when requesting an Assignment of Mortgage from another lender to  
FIRST COLONY MORTGAGE CORPORATION.

Please fill in completely and email the completed form to **cemarequest@agmblaw.com**.

**Requestor's Information:**

1. Requestor's Name: \_\_\_\_\_
2. Direct Phone Number: \_\_\_\_\_
3. Email Address: \_\_\_\_\_

**Borrower Information:**

1. Borrower(s) Name(s): \_\_\_\_\_
2. Complete Property Address: \_\_\_\_\_
3. Borrower(s) Social Security Number(s): \_\_\_\_\_

**Current Loan Information:**

1. Current Lender's Name: \_\_\_\_\_
2. Current Lender's Loan Number: \_\_\_\_\_
3. Unpaid Principal Balance of Current Loan: \_\_\_\_\_

**First Colony Mortgage Corporation Loan Information:**

1. New Loan Amount: \_\_\_\_\_

**A return email will be sent to you that will include the following information:**

1. Calculation of the net savings to the borrower by doing the CEMA/Assignment.
2. Turnaround time for receipt of the collateral documents.
3. Information on any upfront fees paid to the current lender.
4. All costs associated with the CEMA/Assignment process.
5. Letter(s) of Authorization to be signed by the borrower.

**Any questions can be emailed to [cemarequest@agmblaw.com](mailto:cemarequest@agmblaw.com).**