

MADISON ABSTRACT, INC.
670 WHITE PLAINS ROAD, SUITE 121
SCARSDALE, NEW YORK 10583
(914) 725-7200 Fax (914) 725-7724

DATE: _____

TO: _____

RE: Title Number: _____

Dear _____:

Attached please find the following items in connection with the above-captioned transaction:

- | | |
|-------|---|
| _____ | Deed |
| _____ | NYS Equalization Form |
| _____ | Real Property Transfer Gains Tax Affidavit w/copy |
| _____ | RPT |
| _____ | Mortgage |
| _____ | Assignment of Mortgage |
| _____ | UCC |
| _____ | Satisfaction of Mortgage |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Checks as shown below:

	CHECK NO.	TO	FROM	AMOUNT
Recording Fees	_____	_____	Madison	\$ _____
Deed Stamps	_____	_____	Madison	\$ _____
RPT	_____	_____	Madison	\$ _____
Mtg. Tax	_____	_____	Madison	\$ _____
UCC Recording	_____	_____	Madison	\$ _____

Kindly record the instruments as shown. The recording and check information should then be inserted on the sheet provided. If you have questions or need further assistance, please feel free to contact me.

Very truly yours,

Lorena Cools