

**Town Of Union
 Department of Planning
 3111 East Main Street
 Endwell, New York 13760
 Professional Services Proposal Form**

LEGAL SERVICES TO BE PERFORMED:

- Review of Abstract Of Title or Title Certificate to determine ownership status of property, if no Abstract of Title or Title Certificate is available perform Title Search at Broome County Clerk's Office;
- Search of records in Broome County Clerk's Office to determine existence of liens and/or other encumbrances affecting the premises to be mortgaged;
- Obtain proof that any prior liens securing indebtedness of the mortgagor are not in default;
- Obtain tax search certificates;
- Prepare mortgage, mortgage note, and related documents;
- Attend to closing the mortgages for both programs and disbursing of mortgage funds for First Time Home Buyer program;
- Submit to Planning Department closing letter with opinion of title or Title Policy.

Service	Cost Proposal (Written)	Cost Proposal (Numeric)	Comments
Loan Closing			Plus Recording Fees
Discharge of Mortgage			To Be Recorded By Others

Name Of Firm: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

 Printed Name

 Signature

 Date

Proposals must be received at the above address on or before 4:00 PM on Friday, October 30, 2020. Please be sure to mark the envelope containing your submission with the following: CDBG Legal RFP