

## **NOTICE OF SERVICING TRANSFER**

Date: [Insert Date]

Subject: Notice of Transfer of Servicing Rights for Loan Number: [Insert Loan Number]

Dear [Borrower Name],

The servicing of your mortgage loan is being transferred, effective [Date of Transfer]. This means that after this date, a new company will be collecting your mortgage payments and managing your loan account.

### **Current Servicer Information:**

[Current Servicer Name]

[Current Servicer Address]

[Current Servicer Phone Number]

### **New Servicer Information:**

[New Servicer Name]

[New Servicer Address]

[New Servicer Phone Number]

[New Servicer Website]

### **Important Dates:**

The present servicer will stop accepting payments from you on [Date].

The new servicer will begin accepting payments from you on [Date].

### **Payment Instructions:**

Send all payments due on or after [Date] to [New Servicer Name] at the following address:

[Insert Payment Address].

### **Your Rights:**

Under federal law, during the 60-day period following the effective date of the transfer, a loan payment received by your old servicer on or before its due date cannot be treated as late by your new servicer, and no late fee may be imposed.

This transfer does not affect any terms or conditions of your mortgage instruments other than terms directly related to the servicing of your loan.

If you have questions for your current servicer, call [Current Servicer Phone] between [Hours]. If you have questions for your new servicer, call [New Servicer Phone] between [Hours].

Sincerely,

[Current Servicer Name]  
and  
[New Servicer Name]