

Date: [Insert Date]

Subject: NOTICE OF SERVICING TRANSFER

Dear [Borrower Name(s)],

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 (Transferor):

The current servicer of your mortgage loan is [Current Servicer Name]. They will stop accepting payments from you after [Date].

New Servicer Information (Transferee):

The new servicer of your mortgage loan will be [New Servicer Name]. They will begin accepting payments from you on [Date].

Payment Instructions:

Send all payments due on or after [Date] to the new servicer at the following address:

[New Servicer Payment Address]

[City, State, Zip Code]

[New Servicer Customer Service Phone Number]

Important Details:

- **Loan Terms:** This transfer does not change any terms or conditions of your mortgage other than who services the loan.
- **Insurance:** If you have an escrow account for taxes and insurance, the new servicer will manage those payments. Please notify your insurance agent of this change.
- **Optional Payments:** If you use an automatic payment service or a bill-pay service through your bank, you must update the instructions to the new servicer's information by [Date].

Customer Service Contact Information:

If you have questions for your **current servicer** before the transfer date, contact:

[Current Servicer Name] at [Phone Number], available [Hours of Operation].

If you have questions for your **new servicer** regarding the transfer, contact:

[New Servicer Name] at [Phone Number], available [Hours of Operation].

Under federal law, during the 60-day period following the effective date of the transfer, a loan payment received by your old servicer before its due date cannot be treated as late by the new servicer if it was sent to the old servicer in error.

Sincerely,

[Current Servicer Name] & [New Servicer Name]