

## NOTICE OF TRANSFER OF SERVICING

Date: [Insert Date]

Property Address: [Insert Property Address]

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 (Transferor):**

[Current Servicer Name]

[Address]

[Phone Number]

### **New Servicer (Transferee):**

[New Servicer Name]

[Address]

[Phone Number]

[Customer Service Website]

### **Important Payment Information:**

- [Current Servicer Name] will stop accepting payments from you after [Date].
- [New Servicer Name] will begin accepting payments from you on [Date].
- Send all payments due on or after [Date] to the New Servicer at the address listed below:

[New Servicer Payment Address]

[City, State, Zip]

### **Action Required:**

If you use an online bill pay service through your bank or have set up automatic recurring payments (ACH), you must update the payee information and mailing address to ensure your payments reach [New Servicer Name] on time.

### **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 before its due date cannot be treated as late by the new servicer, and no late fee may be imposed.

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

If you have questions for the Current Servicer, call [Phone Number] between [Hours]. If you have questions for the New Servicer, call [Phone Number] between [Hours].

Sincerely,

[Current Servicer Representative Name/Department]

[New Servicer Representative Name/Department]