

Date: [Insert Date]

Subject: NOTICE OF SERVICING TRANSFER AND HAZARD INSURANCE RENEWAL

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

This letter is to notify you that the servicing of your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

Transfer Information:

- **Current Servicer:** [Current Servicer Name] will stop accepting payments after [Date].
- **New Servicer:** [New Servicer Name] will begin accepting payments on [Date].
- **New Servicer Contact:** [New Servicer Phone Number]
- **New Payment Address:** [New Servicer Mailing Address]

Hazard Insurance Policy Renewal:

Our records indicate that your hazard insurance policy (Homeowners Insurance) is due for renewal on [Policy Expiration Date]. To ensure there is no lapse in coverage during this transition, please follow these instructions:

1. Contact your insurance agent or carrier.
2. Update the "Loss Payee" or "Mortgagee Clause" on your policy to reflect the new servicer:

[New Servicer Name]

Its Successors and/or Assigns ATIMA

[New Servicer Insurance Department Address]

3. Instruct your agent to send the renewal declarations page to the address listed above or via email to [New Servicer Insurance Email].

If your insurance is paid through an escrow account, [New Servicer Name] will make the payment to your insurance carrier upon receipt of the renewal bill. If you pay your insurance directly, please ensure your records are updated for future correspondence.

The transfer of servicing does not affect any term or condition of your mortgage other than the entity to which you send your payments and insurance information.

Sincerely,

[Your Name/Company Name]

[Contact Information]