

[Date]

[HOA Name]

[HOA Management Company Name, if applicable]

[HOA Mailing Address]

[City, State, Zip Code]

RE: Notice of Transfer of Mortgage Servicing Rights - Bulk Portfolio Notification

To the Board of Directors / Property Manager:

Please be advised that the mortgage servicing rights for a portfolio of properties within your association have been transferred from **[Name of Transferor/Old Servicer]** to **[Name of Transferee/New Servicer]**.

Effective **[Effective Date of Transfer]**, [New Servicer Name] will be responsible for the management of these accounts, including the disbursement of homeowner association dues where applicable via escrow accounts.

Attached to this letter is a schedule of the specific properties/units affected by this transfer, including property addresses and homeowner names.

Action Required:

Please update your records to ensure all future dues statements, assessment notices, and insurance correspondence are directed to the new servicer at the following address:

[New Servicer Name]

[Department Name]

[Billing/Correspondence Address]

[City, State, Zip Code]

For electronic billing or automated data exchange inquiries, please contact our HOA Department at [Phone Number] or via email at [Email Address].

Thank you for your cooperation in ensuring a smooth transition for these accounts.

Sincerely,

[Name of Representative]

[Title]

[Company Name]

Enclosure: Property Portfolio Schedule