

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF SERVICING TRANSFER - HOA ASSESSMENTS

Dear Homeowner,

We are writing to inform you that the servicing of your Homeowners Association (HOA) assessment payments is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Effective Date].

What this means for you:

- Your mortgage is currently set up with an escrow account that includes your HOA assessments.
- Starting [Effective Date], [New Servicer Name] will be responsible for collecting your escrow payments and paying your HOA dues on your behalf.
- There is no change to your HOA membership or the amount of your assessment as a result of this transfer.

Payment Instructions:

If you make your mortgage payments via check, please begin sending them to the new address below starting [Date]:

[New Servicer Name]

[Payment Mailing Address]

[City, State, Zip Code]

If you use an automated bill-pay service through your bank, please update the payee information and mailing address to reflect the details provided above.

Contact Information:

If you have questions regarding this transfer, please contact our Customer Service Department:

- Phone: [New Servicer Phone Number]
- Website: [New Servicer Website]
- Hours of Operation: [Hours]

Thank you for your cooperation during this transition.

Sincerely,

[Authorized Signature]
[Sender Name/Company Name]