

Date: [Insert Date]

To: [Homeowners Association Name]

Address: [HOA Mailing Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Servicing Transfer and Joint Sponsor Authorization

Property Address: [Insert Property Address]

Account/Unit Number: [Insert Account Number]

To the Board of Directors and Management,

This letter serves as formal notification regarding a change in the servicing and management responsibilities for the above-referenced property.

Effective [Insert Effective Date], the mortgage servicing rights for this property have been transferred. We are also notifying you of a Joint Sponsor arrangement for the handling of all dues, assessments, and association-related correspondence.

New Servicer/Sponsor Information:

- **Company Name:** [Insert New Entity Name]
- **Mailing Address:** [Insert Address]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]

Please update your records immediately. All future invoices, assessment notices, and legal correspondence regarding this property should be directed to the new entity listed above.

If there are any outstanding balances or pending violations associated with this account, please provide a current Statement of Account or Estoppel Letter to the new address provided within [Insert Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Company Name]