

Current Date: [Date]

[Homeowners Association Name]

[HOA Address]

[City, State, Zip Code]

RE: NOTICE OF MORTGAGE SERVICING TRANSFER

Property Address: [Property Address, City, State, Zip Code]

Homeowner Name(s): [Homeowner Name(s)]

To the Board of Directors/Property Manager:

Please be advised that the mortgage servicing for the property referenced above is being transferred. [Current Lender Name] will no longer be responsible for the servicing of this loan or the processing of related payments.

Effective [Transfer Date], the new mortgage servicer will be:

[New Lender Name]

[New Lender Address]

[City, State, Zip Code]

[Phone Number]

If your records indicate that the lender is responsible for paying HOA dues through an escrow account, please update your billing systems to ensure all future invoices and correspondence are directed to the new servicer listed above.

If the homeowner pays dues directly, please keep this notice for your records to update the lienholder or mortgagee information on file.

Sincerely,

[Your Name/Company Representative]

[Current Lender Name]

[Contact Phone Number]