

DATE: [Insert Date]

TO: [Insert Name of Tenant/Lessee]

ADDRESS: [Insert Tenant Address]

**RE: NOTICE TO PAY RENT TO MORTGAGEE / ASSIGNMENT OF RENTS
ACTIVATION**

PROPERTY ADDRESS: [Insert Property Address]

Dear [Insert Tenant Name],

Please be advised that **[Insert Lender Name]** ("Lender") is the holder of a mortgage and a recorded Assignment of Leases and Rents encumbering the property you currently occupy.

Pursuant to the terms of the Assignment of Rents and the default by **[Insert Landlord/Borrower Name]** ("Borrower"), Lender hereby exercises its right to collect all rents and other sums due under your lease agreement.

EFFECTIVE IMMEDIATELY: You are hereby instructed and directed to make all future rent payments and any other payments due under your lease directly to Lender at the following address:

Payable to: [Insert Lender or Servicer Name]

Address: [Insert Payment Mailing Address]

Reference Account Number: [Insert Loan/Reference Number]

This direction is absolute and does not require the consent of the Borrower. Under the terms of the Assignment, payment made by you to Lender in accordance with this notice shall satisfy your obligation to pay rent under the lease to the extent of such payment. Payment to the Borrower or any other party after receipt of this notice will not discharge your obligation to the Lender.

Please update your records accordingly to ensure all future payments are directed as stated above until further written notice from the Lender.

Sincerely,

[Insert Signature]

[Insert Name of Authorized Representative]

[Insert Title]

[Insert Lender/Company Name]

CC: [Insert Landlord/Borrower Name]