

**SAMPLE SALE LETTER TO BE USED  
FOR ALL SECOND MORTGAGE PROGRAMS WHERE MFA IS THE SERVICER  
(TO BE PUT ON LENDER'S LETTER HEAD)**

Date:

(Mailing Address of Borrower)

RE: NOTICE OF ASSIGNMENT, SALE OR TRANSFER OF SERVICING RIGHTS TO NEW MEXICO MORTGAGE FINANCE AUTHORITY, its successors and/or assigns.  
**THIS LETTER APPLIES ONLY TO THE SECOND MORTGAGE ON YOUR HOME**

Dear:

We are pleased to have had the opportunity to assist you in the financing of your home. As you know, your overall financing included a Second Mortgage on your home. This letter is to inform you, in accordance with Section 6 of the Real Estate Settlement Procedures Act (RESPA) (12U.S.C. 2605); the servicing of your mortgage loan has been assigned, sold or transferred from (Lender Name) \_\_\_\_\_ to New Mexico Mortgage Finance Authority. Please be assured that transfers of this type are normal occurrences in the mortgage industry and that this transfer will not affect the terms or conditions of your original security instruments. However, changes directly related to the servicing of your mortgage are possible during the life of your loan.

We will be unable to accept payments on your Second Mortgage after the effective transfer date of \_\_\_\_\_. In order to ensure correct posting of your payment, please indicate the MFA loan number of \_\_\_\_\_ and the property address on your check or money order. The name and address is as follows:

**Payments**

New Mexico Mortgage Finance Authority  
P.O. Box 768  
Albuquerque, New Mexico 87103

**General Correspondence**

New Mexico Mortgage Finance Authority  
344 4<sup>th</sup> Street SW  
Albuquerque, New Mexico 87102

**If you received a Payment Saver or Helping Hand Second Mortgage no monthly payments are required, however the loan is due to the MFA based on the terms of your Note and Mortgage.**

New Mexico Mortgage Finance Authority maintains an effective customer service department that will assist you. The customer service department number is 1-800-444-6880 or 505-843-6880.

We would like to express our appreciation for your business and assure you that your loan will continue to receive the quality service that you expect. If you have any questions regarding the transfer, please contact our customer service department at \_\_\_\_\_ or \_\_\_\_\_.

Sincerely,

Originating Lender