



LENDER NOTICE

Loan Submission Requirement: Servicing Transfer Documents

April 12, 2022

Introduction

This lender notice relates to a change with the servicing transfer documents currently required to be submitted for loan purchase.

Summary

NH Housing currently requires lenders to submit the following documents with the closed loan for purchase review:

1. Notice of Assignment, Sale or Transfer of Servicing Rights (AKA Goodbye Letter);
2. Property Insurance Mortgagee Change Letter (hazard, flood, condominium, etc.);
3. Flood Zone Determination Transfer; and
4. Mortgage Insurance Transfer.

We have seen that, in some instances, the notices submitted to NH Housing for purchase review are not the same notices sent to the borrowers following loan purchase. This has led to some miscommunication between the borrowers, Dovenmuehle Mortgage, Inc., and NH Housing Servicing staff.

Effective May 1, 2022 lenders must submit copies of the above-noted transfer correspondence sent to the borrowers and third parties within 30 days of NH Housing purchasing the loan. Lenders shall submit these items through the Document Delivery Portal as Post Purchase Conditions. NH Housing will review the correspondence for accuracy and will reach out to the lender to address any concerns with the content of the documentation.

Given this change, the servicing transfer documentation will no longer be a pre-purchase item and will be removed from all product stacking lists.

The payment and correspondence addresses and phone number for NH Housing have not changed. The lender shall continue to include the payment address, correspondence address, and toll-free phone number for NH Housing in the transfer disclosure sent to the borrower. Please refer to the NH Housing [Notice of Assignment, Sale or Transfer of Servicing Rights](#) for this information.

Please remember, the NH Housing 6-digit reservation number should not be on any correspondence provided to the borrower..

Effective Date: May 1, 2022

If you have any questions, please contact Chrissy Gossel at 603-310-9246 or cgossel@nhhfa.org.

Sincerely,

Homeownership Team
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www.nhhfa.org/lenders