



P.O. BOX 514387  
LOS ANGELES, CA 90051-4387

## REGARDING YOUR LOAN

This letter is a follow-up to your telephone conversation with our Assumptions Department.

## ACTION REQUIRED

To proceed with your request for an Exempt Transfer of the liability on the above loan, we require the following documentation:

- Six (6) months of consecutive bank statements showing payments made to the loan only by the assuming party.
  - If the bank statements cannot be provided, the assuming party will be required to go through a full credit qualification review or wait until six (6) consecutive timely payments are made.
- If the assuming party is not on the loan, the following documents are required:
  - Driver's License
  - Social Security Card
- Will/Probate documents (if applicable)
- Recorded Quitclaim Deed
- Homeowners insurance policy that lists only the assuming party as the insured.

You may forward the requested documentation to Pennymac using the general correspondence mailing address or fax number listed below or through the secure Message Center available to you within your online account on our website at [PENNYMAC.COM](http://PENNYMAC.COM).

## QUESTIONS? CONTACT US

In all of our interactions with you, we are committed to being accountable, reliable, and ethical through actions that reflect our core company values.

If you have additional questions, please call our Assumptions Department at 888.381.2918. Our office hours are 6:00 AM to 6:00 PM PT, Monday through Friday, and 7:00 AM to 11:00 AM PT, Saturday.

<b>Toll-Free: 888.381.2918</b> M – F 6:00 AM - 6:00 PM PT SAT 7:00 AM - 11:00 AM PT Toll-Free Fax: 866.577.7205	<b>Website: PENNYMAC.COM</b> <b>Secure Messaging Online:</b> Create an account and/or log in to <a href="http://PENNYMAC.COM">PENNYMAC.COM</a> , then look for the Secured Message Center to communicate with us securely.	<b>Payments:</b> <b>Standard Address:</b> P.O. Box 30597 Los Angeles, CA 90030-0597 <b>Overnight Address:</b> Attn: Lockbox Operations 20500 Belshaw Ave. Carson, CA 90746 <b>(Please do not send correspondence)</b>	<b>General Correspondence:</b> Attn: Correspondence Unit P.O. Box 514387 Los Angeles, CA 90051-4387 <b>(Please do not send payments)</b>  <b>Notice of Error and Information Request Address:</b> Attn: Correspondence Unit P.O. Box 5133 Thousand Oaks, CA 91359-5133 <b>(Please do not send payments)</b>
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