



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

## REGARDING YOUR LOAN

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

## ACTION REQUIRED

To proceed with your request for an Exempt Transfer of the liability, the assuming party will have to be an immediate family member i.e., spouse, child(ren), or parent(s) and will be required to send the following information:

- If the assuming party is not on the loan, the following documents are required:
  - o Driver's License
  - o Social Security Card
- Recorded Quitclaim Deed
- Homeowners insurance policy that lists the assuming party as the insured.
- Letter signed and dated by both parties stating they are giving permission to be added to the loan as a financially responsible party.

## 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 PENNYMAC.COM, 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>
--	---	---	---