



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

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## REGARDING YOUR LOAN

This letter is a follow-up to your telephone conversation with our Assumption Department regarding the above-referenced loan.

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## ACTION REQUIRED

To proceed with your request for a third-party purchase of your property the following documents are needed:

- Purchase Agreement signed by buyer(s) and seller(s)
- Seller's written consent from the seller(s) signed and dated with buyer(s) contact information including email address, realtor(s) information for both buyer(s) and seller(s) if applicable, Pennymac loan number, and property address.

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. It is important to note that the time frame to complete a third-party purchase is 60 days from the time the application is completed.

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## 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.

**Toll-Free: 888.381.2918**

M – F 6:00 AM - 6:00 PM PT  
SAT 7:00 AM - 11:00 AM PT  
Toll-Free Fax: 866.577.7205

**Website: PENNYMAC.COM****Secure Messaging Online:**

Create an account and/or log in to PENNYMAC.COM, then look for the Secured Message Center to communicate with us securely.

**Payments:****Standard Address:**

P.O. Box 30597  
Los Angeles, CA 90030-0597

**Overnight Address:**

Attn: Lockbox Operations  
20500 Belshaw Ave.  
Carson, CA 90746

**(Please do not send correspondence)**

**General Correspondence:**

Attn: Correspondence Unit  
P.O. Box 514387  
Los Angeles, CA 90051-4387  
**(Please do not send payments)**

**Notice of Error and Information Request Address:**

Attn: Correspondence Unit  
P.O. Box 5133  
Thousand Oaks, CA 91359-5133  
**(Please do not send payments)**