

# LETTER TO MORTGAGE / INSURANCE COMPANY

\_\_\_\_\_  
Mortgage Company

\_\_\_\_\_  
Mortgage Loan Number

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Insurance Policy Number

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
City, State, Zip

## To Whom It May Concern:

Please be advised that I have obtained a Trustee to collect the rents and make the loan payments on the above referenced property. The Company information is as follows:

Trustee \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## Mortgage Company:

Beginning with the payment due on \_\_\_\_\_, 20\_\_\_\_\_, your check for my loan payment will come directly from them. Please send all future statements or notices regarding changes in on the account, as well as any refunds for changes in the escrow balance to them.

## Insurance Company:

Please add \_\_\_\_\_ (Trust name), \_\_\_\_\_, (Trustee) as an additional insured and loss payee to the policy that I currently have with your company and send any and all outstanding balances to the above named Mortgage Company to applied toward the principle balance only. This property is to be converted to a landlord/renters policy with a \$1,000.00 deductible effective \_\_\_\_\_, 20\_\_\_\_\_. Please also send all future correspondence to them at the address named above, along with any unearned insurance premium refunds and/or bills, as they will be managing the property for me.

I/We also give Him/Her full permission to make any changes without any further notice to said account in my/our absence.

Thank you in advance,

\_\_\_\_\_  
**Signature**

\_\_\_\_\_/\_\_\_\_\_  
Date 20\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_/\_\_\_\_\_  
Social Security Number / Date of Birth

\_\_\_\_\_  
**Signature**

\_\_\_\_\_/\_\_\_\_\_  
Date 20\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_/\_\_\_\_\_  
Social Security Number / Date of Birth