



<date>

Loan number <xxxxxxx>

<first name> <last name>

<street address>

<city> <state> <zip>

Property Address:

<street address>

<city> <state> <zip>

RE: Notice of Servicing Transfer for Loan Number \_\_\_\_\_

Dear <first name> <last name>:

Tax Credit Asset Management (TCAM) is now servicing your DC Department of Housing and Community Development (DC DHCD) mortgage loan. As your servicer, TCAM will be collecting your mortgage loan payments from you on behalf of the lender DC DHCD. Nothing else about your mortgage loan will change.

**Please review this letter carefully as it may require action on your part.**

Effective July 1, 2020, all payments should be sent to TCAM rather than to the prior servicer, AmeriNat. Please cancel ACH payments and mail your future payments to the address below. TCAM will provide ACH information when that option becomes available.

**If your loan calls for monthly payments**, you will soon be receiving a monthly billing statement from TCAM. Please use the payment coupon at the bottom of the monthly billing statement and mail it along with your check to the address listed on the payment coupon to ensure proper posting to your account.

If you do not receive a billing statement before your payment is due, please use the temporary coupon at the bottom of this letter for your payment and call TCAM at: 1-844-254-2500 or 1-202-519-2500. All payments due after June 30, 2020 should be sent to TCAM at the following address:

TCAM  
Loan Operations Department  
c/o DC DHCD  
P.O. Box 96213  
Washington, DC 20090

Payments due before June 30, 2020 should be sent to the out-going servicer, AmeriNat. Under Federal law, during the 60-day period following the effective date of the transfer of the loan servicing, a loan payment received by your old servicer on or before its due date may not be treated by the new servicer as late, and a late fee may not be imposed on you.

This communication is from a debt collector attempting to collect a debt; any information obtained will be used for that purpose. However, if the debt is in active bankruptcy or discharged through bankruptcy, this communication is provided purely for informational purposes only with regard to the secured lien on the above referenced property. It is not intended as an attempt to collect a debt from you personally.



If you have questions for TCAM about your mortgage loan or this transfer, please use the contact information below:

**TCAM Loan Servicing Customer Care Line:** 1-844-254-2500 or 1-202-519-2500. Our office hours are 8:30am to 5pm Eastern Time Monday to Friday.

TCAM  
Attention: Qualified Written Request Department  
P.O. Box 53357,  
Washington, DC 20009

As the borrower, you are also responsible for meeting other obligations as detailed in your Note. These may include proof of residency, payment of property taxes, and adequate insurance coverage on your property. Please refer to your Note and the following information:

- Residency Requirements: If your loan originally required owner-occupancy of your residence as a condition for approval, we will be sending you an Affidavit of Occupancy on an annual basis.
- Property Taxes: Mortgages secured by a home or other property require that property taxes be paid current. In order to verify that your property taxes are current, please provide TCAM a copy of the District Treasurers receipt, other proof of payment, or a copy of the Annual Escrow Analysis Statement provided by the lender collecting impound funds for taxes and insurance
- Insurance Requirements: Properties securing loans from DC DHCD must remain insured until the loan is paid in full. That insurance may include a standard Homeowner's Policy and, if applicable, Flood Insurance. TCAM must be named as primary or secondary loss payee for all insurance policies and total amount insured must be adequate to pay off the combined balances of mortgages secured by your property.

We look forward to working with you.

TCAM

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Temporary Coupon for Payment

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PLEASE MAIL THIS PORTION WITH YOUR PAYMENT TO:

TCAM  
Loan Operations Department  
c/o DC DHCD  
P.O. Box 96213  
Washington, DC 20090

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

Customer Name \_\_\_\_\_

Mortgage Payment	\$
Additional Principal	\$
Additional Escrow	\$
Total Amount Enclosed	\$

Transfer Date 07/01/2020 TCAM

Checks should be made out to: **Tax Credit Asset Management, LLC** or **TCAM**

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