



## Assumption Process

Ditech Financial LLC ("Ditech") may need to contact the individual(s) who may be looking to assume the existing mortgage account (the "Assumptor") to discuss account related information and obtain information, including a completed application. However, for your protection, Ditech will only release account information to those persons who are either listed on the account documents or those for whom you have provided authorization.

## What you need to do...

- 1. Sign and return the attached form.** To permit Ditech to discuss account information with the potential Assumptor(s) as part of an overall account assumption request, we would ask that you complete and send back to us the attached Third Party Authorization and Agreement to Release ("Third Party Authorization"). This form authorizes Ditech to disclose mortgage account information to the individual(s) you identify. All customers on the existing account must sign the Third Party Authorization. If such authorization is not received from all customers on the existing account, we will not be able to provide any information or discuss the account with the potential Assumptor(s), which means the request could be delayed or canceled.
- 2. Gather this additional information.** In addition to returning a fully signed Third Party Authorization form, we would also ask that you provide us with the following information:
  - Proposed Assumptor's current mailing address(es);
  - Specify if the Assumptor has indicated that he/she would intend to occupy the property as his/her primary residence;
  - Proposed Assumptor's phone number(s) (cell, home and/or work);
  - Proposed Assumptor's relationship to you; and
  - The reason why the proposed assumption is being requested.
- 3. Mail or fax all requested information to Ditech.** Remember, ALL existing customers on the account must sign the Third Party Authorization. Please send the completed Third Party Authorization form and the requested information to:

Ditech Financial LLC  
345 St. Peter Street Mailstop L10B  
St. Paul, MN 55102  
Fax: 1-866-870-9919

## Next Steps and Important Information...

If your account is determined to be eligible for a potential assumption, Ditech will contact the potential Assumptor regarding the next steps. You may not be contacted again regarding an eligible assumption until any potential application has received final approval and the assumption is ready to be finalized. Eligible requests will be processed unless we hear from you to revoke this authorization. If your request is determined to be ineligible, a letter will be sent to you at the current mailing address on file.

Normal processing time frame for an eligible assumption request is generally between 30 to 45 days from the date we receive a completed application and supporting documentation from the Assumptor. You or the Assumptor will be contacted if additional documentation is required to complete the review process.

In addition, fees associated with the assumption process may be assessed by the investor of your mortgage account. The fee disclosure will be provided to the Assumptor prior to closing. Please note that submission of an assumption request does not guarantee eligibility for an assumption. Ditech may need to ask for further documentation from you in order to make an accurate determination regarding eligibility. Failure to submit the requested documentation may result in the request being closed until the documentation is received. Also, if an account assumption request is approved, it would be subject to various conditions, including the requirement that the account be current at the time of closing. Therefore, it is important that all scheduled account payments continue to be made throughout any account assumption process.

For further assistance or additional questions please call Ditech Customer Service at 1-800-643-0202.

**Assumption Third Party Authorization and Agreement to Release**

Account Number: \_\_\_\_\_

Customer Name(s): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

I do hereby authorize Ditech ("Mortgage Servicer") to release, discuss with or otherwise provide to:

1.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

2.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

3.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

(the "Authorized 3<sup>rd</sup> Party") public and non-public personal financial information contained in my account records, ("Account") which may include, but is not limited to, account balances, account status, and/or property information. I authorize the above parties to assume my mortgage account. I understand that I can revoke this authorization at any time. I also understand that my authorization does not obligate Ditech to allow an assumption.

I do hereby release, indemnify and forever hold harmless the Mortgage Servicer from all actions and causes of actions, suits, claims, attorney fees, or demands against the Mortgage Servicer that I and/or my heirs may have resulting from the Mortgage Servicer discussing my Account with and/or providing any information concerning my Account to the Authorized 3<sup>rd</sup> Party or person(s) identifying themselves to be such Authorized 3<sup>rd</sup> Party.

If you agree to this Authorization and the terms of the Release as stated above, please sign, date and return this form to Ditech:

Ditech Financial LLC  
345 St. Peter Street Mailstop L10B  
St. Paul, MN 55102  
Fax: 1-866-870-9919

NOTE: No information concerning your account or account application will be provided without proper authorization. Your authorization may be granted only to natural persons (not companies). All customers on the existing mortgage account must sign this authorization.

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

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date