

SAMPLE LETTER 1

(DATE)

BORROWER

ADDRESS

CITY, STATE, ZIP

RE: ACCOUNT #

Dear Borrower:

The Flood Disaster Protection Act of 1973, a Federal law, requires that flood insurance be purchased and maintained on mortgage loans for buildings (and their contents, if appropriate) for the life of the loan for buildings located in a Special Flood Hazard Area (SFHA) shown on a map published by FEMA. This applies to such loans from lending institutions that are under the jurisdiction of a Federal regulatory agency or instrumentality.

We have determined that your property (building), on which we hold or service the mortgage loan, is located in a SFHA and, therefore, you are required by law to have a policy of flood insurance on that property. If you wish to challenge the zone determination, you may contact your regional office of the Federal Emergency Management Agency (FEMA), who may issue either a Letter of Map Revision or a Letter of Map Amendment for your property. If we receive such documentation in writing, we will waive the requirement for flood insurance. Please be aware that we cannot accept information from local officials, surveyors, or architects as sufficient reason to waive the flood insurance requirement.

There is no evidence in your mortgage loan file of your having a flood insurance policy on your property. In case this information is in error, please contact us at (your phone #), ext, XXXX.

If you do not have a flood insurance policy on the property, you may wish to contact your local insurance agent, or, at your option, you may contact DeLong Associates, Inc. (860) 659-3240 to purchase insurance.

If you do not respond within 45 days of this letter, either providing evidence of a flood insurance policy in effect on this property, or requesting that we provide you with such coverage, the necessary coverage will be provided for you. In that event, since certain insurance underwriting information about your property that is necessary to determine the appropriate flood insurance rate for your policy will not have been obtained, due to your not responding, the Federal Government's Mortgage Portfolio Protection Program flood insurance rates will be used. These rates may be considerably higher than those that could be obtained for you if you respond to this notice.

Attached is some important information, including the flood zone in which your property is located and the amount of insurance that is required. If you have any questions regarding this letter or the flood insurance requirements, please contact us at (your phone #). ext. XXXX.

Sincerely,

Loan Servicing Department
(Your Lending Institution)

Required wording (BOLD)