

## NOTICE OF SECURING ABANDONED PROPERTY

Date: [Date]

To: [Occupant/Owner Name]

Property Address: [Full Property Address]

Loan Number: [Loan Number]

Dear [Name],

Please be advised that [Lender/Mortgage Servicer Name] has determined this property to be vacant and/or abandoned. Pursuant to the terms of your mortgage/deed of trust, the lender has taken steps to secure the premises to prevent damage, theft, and weather-related deterioration.

The following actions may have been taken:

- Change or re-keying of exterior door locks.
- Winterization of plumbing and heating systems.
- Removal of interior or exterior debris.
- Securing of broken windows or doors.

**THIS IS NOT AN EVICTION.** If you are still residing at this property or have not abandoned it, please contact us immediately to regain access and update our records. If you are a tenant, please provide a copy of your current lease agreement.

To request a key or to report the property as occupied, please contact:

[Lender/Management Company Name]

Phone: [Phone Number]

Email: [Email Address]

Hours of Operation: [Hours]

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]