

15. Add Appendix MS-3 to part 1024 to read as follows:

► Appendix MS-3 to part 1024—Model Force-Placed Insurance Notice Forms

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**MS-3(A) – Model Form for Force-Placed Insurance Notice Required Pursuant to § 1024.37(c)(2)**

[Name and Mailing Address of Servicer]

[Date of Notice]

[Borrower's Name]

[Borrower's Mailing Address]

Subject: **Please provide insurance information for** [Property Address]

Dear [Borrower's Name]:

Our records show that your [hazard] [Insurance Type] insurance [is expiring] [expired], and we do not have evidence that you have obtained new coverage. **Because [hazard] [Insurance Type] insurance is required on your property, [we bought insurance for your property] [we plan to buy insurance for your property].** You must pay us for any period during which the insurance we buy is in effect but you do not have insurance.

You should immediately provide us with your insurance policy number and the name, mailing address and phone number of your insurance company or insurance agent. [Describe how the borrower may provide the insurance information]. [The information must be provided in writing.]

The insurance we [bought] [buy]:

- [Costs **\$(premium charge)**] [Will cost an estimated **\$(premium charge)**] annually, which is probably more expensive than insurance you can buy yourself.
- May not provide as much coverage as insurance policy you buy yourself.

If you have any questions, please contact us at [telephone number].

**MS-3(B) – Model Form for Force-Placed Insurance Notice Pursuant to § 1024.37(d)(2)(i)**

[Name and Mailing Address of Servicer]

[Date of Notice]

[Borrower's Name]

[Borrower's Mailing Address]

Subject: **Second and final notice – please provide insurance information for** [Property Address]

Dear [Borrower's Name]:

This is your **second and final notice** that our records show that your [hazard] [Insurance Type] insurance [is expiring] [expired], and we do not have evidence that you have obtained new coverage. **Because [hazard] [Insurance Type] insurance is required on your property, [we bought insurance for your property] [we plan to buy insurance for your property].** You must pay us for any period during which the insurance we buy is in effect but you do not have insurance.

You should immediately provide us with your insurance policy number and the name, mailing address and phone number of your insurance company or insurance agent. [Describe how the borrower may provide the insurance information]. [The information must be provided in writing.]

The insurance we [bought] [buy]:

- [Costs **\$(premium charge)**] [Will cost an estimated **\$(premium charge)**] annually, which is probably more expensive than insurance you can buy yourself.
- May not provide as much coverage as insurance policy you buy yourself.

If you have any questions, please contact us at [telephone number].

**MS-3(C) – Model Form for Force-Placed Insurance Notice Pursuant to § § 1024.37(d)(2)(ii)**

[Name and Mailing Address of Servicer]

[Date of Notice]

[Borrower's Name]

[Borrower's Mailing Address]

Subject: **Second and final notice – please provide insurance information  
for [Property Address]**

Dear [Borrower's Name]:

We received the insurance information you provided but we are unable to verify coverage from [Date Range].

**Please provide us with insurance information for [Date Range] immediately.**

We will charge you for insurance we [bought] [plan to buy] for [Date Range] unless we can verify that you have insurance coverage for [Date Range].

If you have any questions, please contact us at [telephone number].

**MS-3(D) – Model Form for Renewal or Replacement of Force-Placed Insurance Notice Pursuant to § 1024.37(e)(2)**

[Name and Mailing Address of Servicer]

[Date of Notice]

[Borrower's Name]

[Borrower's Mailing Address]

Subject: **Please update insurance information for** [Property Address]

Dear [Borrower's Name]:

Because we did not have evidence that you had [hazard] [Insurance Type] insurance on the property listed above, we bought insurance on your property and added the cost to your mortgage loan account.

The policy that we bought [expired] [is scheduled to expire]. **Because [hazard][Insurance Type] insurance] is required on your property, we have the right to maintain insurance on your property by renewing or replacing the insurance we bought.**

The insurance we buy:

- [Costs **\$(premium charge)**] [Will cost an estimated **\$(premium charge)**], which is probably more expensive than insurance you can buy yourself.
- May not provide as much coverage as an insurance policy you buy yourself.

If you buy [hazard] [Insurance Type] insurance, you should immediately provide us with your insurance policy number and the name, mailing address and phone number of your insurance company or insurance agent. [Describe how the borrower may provide the insurance information]. [The information must be provided in writing.]

If you have any questions, please contact us at [telephone number]. ◀