



SUBORDINATION SUBMISSION INSTRUCTIONS
AND CHECKLIST

Owner Information:

Date: _____
Owner: _____ Co-Owner: _____
SDHC Loan No(s): _____
Home/Cell Phone No.: _____
Property Address: _____
STREET, CITY, STATE, ZIP CODE
Email Address: _____

Lender:

Name: _____ Loan No.: _____
Address: _____
Loan Officer: _____ Office/Cell Phone No.: _____
Email: _____

Escrow Company:

Name: _____ Escrow No.: _____
Address: _____
Escrow Officer: _____ Office/Cell Phone No.: _____
Email: _____

The San Diego Housing Commission will review requests to subordinate its lien under the following circumstances for refinancing with **no cash-out**:

1. A senior lien is being refinanced to lower the interest rate, which will result in a decrease to the borrower's debt service. An exception may be a lower interest rate with a shorter loan term.
2. A senior lien has become all due and payable.

✓ **CHECKLIST – Please email the following items with this form to: loanservicing@sdhc.org:**

- A written request from your company for a rate and term refinance with the borrower's authorization to release information form.
- Letter signed by the borrower explaining the purpose of the refinance.

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- Copy of all pages of the loan application (1003) signed by the borrower.
- Copy of the Preliminary Title Report.
- Certified copy of the escrow instructions referencing the new lender, showing vesting, and the new loan amount. If no escrow is involved in the transaction, a statement from the new lender is required listing the new loan amount, exact vesting for borrower, and name of the lender **exactly** as it will appear on the loan documents.
- Copy of the Estimated HUD-1 Settlement Statement.
- Pay-off statement from the existing first trust deed lien holder.
- Copy of the lender's Underwriting Transmittal Summary (1008), clearly showing the loan has been approved, the loan amount, interest rate, term of the loan, and the principal and interest payments. The new first trust deed loan must be a fixed rate loan, fully amortized over the life of the loan.
- Signed Notice Regarding Lien Verification and Request to Furnish Information from borrower.
- If applicable, signed Acknowledgement Regarding Loss of Mortgage Credit Certificate.

A non-refundable subordination fee will be charged by the Housing Commission based on the number of liens the borrower has with the Housing Commission. Please include a check made payable to the San Diego Housing Commission for \$200 for the subordination of one lien, plus \$50 for each additional lien to be subordinated or reconveyed. **Payment of the fee must be included with the submission of the subordination package.**

Upon receipt of a complete package, staff will present the request for subordination to Management for consideration. If approved, you will be notified of any contingencies. The Housing Commission will draft the subordination agreement(s) based on the above information provided by the lender or escrow company.

All terms, conditions and fees are subject to change.