



## Loan Pay Off

**Q: What are the procedures to pay off my loan?**

**A:** The San Diego Housing Commission (SDHC) requires a written request for any loan payoff information. If you want to pay off your loan in full, complete the [Request for Payoff Statement](#) and send it to [loanservicing@sdhc.org](mailto:loanservicing@sdhc.org). If you are refinancing or selling your home, have your escrow officer send a Request for Demand with a signed [Borrower’s Authorization](#) to [loanservicing@sdhc.org](mailto:loanservicing@sdhc.org).

**Q: How long will it take to get a payoff statement?**

**A:** By law, a lender must respond within 21 days. SDHC’s Loan Servicing team will typically send a payoff statement within 10 business days.

**Q: Is there a fee to pay my loan in full?**

**A:** SDHC charges \$30 to calculate the amount due and to issue the payoff statement and charges a re-conveyance fee of \$182 per lien/deed that is released.

**Q: Is there a prepayment penalty if I pay off my loan?**

**A:** No, you can pay down or pay off your loan with SDHC at any time without a penalty.

## Refinancing My Home

**Q: Do I have to pay off my SDHC loan if I refinance my property?**

**A:** If you are refinancing a loan that is senior to SDHC’s financing, in order to decrease your loan term and/or lower your interest rate, and as long as you are not requesting to take cash-out, you will not be required to pay off the SDHC loan. SDHC will “subordinate” its lien to your new loan, which means our loan will remain in a junior position to your new financing.

**Q: What are the procedures to have SDHC’s loan subordinate to the refinancing of my property with no cash-out?**

**A:** Once you have decided to refinance your property, refer your loan officer or escrow officer to SDHC’s website, [www.sdhc.org](http://www.sdhc.org), for instructions and the required forms to request a subordination from SDHC.

**Q: Is there a fee to subordinate SDHC’s loan?**

**A:** A Subordination Agreement is needed for each loan or recoverable grant you have with SDHC. A fee is charged for each individual agreement.

**Q: Can I refinance to pull cash from my property?**

**A:** SDHC does not allow cash to be withdrawn from the property. If you want to pull cash from your property to pay off debts, purchase a car, etc., you will be required to pay the SDHC’s loan in full through the refinance.

**Q: Can I get an equity line-of-credit on my property?**

**A:** SDHC will not subordinate its loan to an equity line of credit.

**Q: If I refinance my property will I lose my Mortgage Credit Certificate (MCC)?**

**A:** If the original purchase loan is paid off, the MCC will be lost. However, you may be able to refinance the original first mortgage and have the MCC tax credit reissued. The subject property must have continually been your principal residence since the home was purchased. SDHC has contracted with SoCal Reissued MCC to reissue the MCCs for properties located in the City of San Diego. For more details on how to have your MCC reissued, go to <http://socialmcc.com>.



## General Customer Inquiries

**Q: Can I transfer my property to a Living Trust?**

**A:** It is possible to transfer your property into a Living Trust. You will need to send SDHC a copy of the Living Trust and a copy of the recorded deed transferring the property into the Living Trust. Please email the documents to [loanservicing@sdhc.org](mailto:loanservicing@sdhc.org).

**Q: Where do I get a copy of my loan documents or Mortgage Credit Certificate?**

**A:** Email your request to [loanservicing@sdhc.org](mailto:loanservicing@sdhc.org).

**Q: Can I make a payment or start making monthly payments on my deferred loan?**

**A:** You can make payments on your deferred loan at any time without penalty. The funds will first be applied towards the accrued interest and the remainder towards the outstanding principal balance of your loan.

**Q: I recently got married. How do I add my spouse to my loan?**

**A:** By adding your spouse to the title and the loans, he/she will be taking equal responsibility for repayment of the debt. SDHC will require the spouse to complete a loan application and submit financial information. For details, contact the Loan Servicing department at [loanservicing@sdhc.org](mailto:loanservicing@sdhc.org). A fee is charged to have the spouse assume the loan.

**Q: I recently got divorced and want to remove my former spouse from my loan. How can I do this?**

**A:** You will need to send a copy of the recorded deed that transferred title to the remaining spouse residing in the property. SDHC can remove their name from your loan; however, they may not be released from the debt.

**Q: Does SDHC report to a credit bureau?**

**A:** Since most of the loans made by SDHC have deferred payments, we do not report through any of the credit bureaus.

**Q: If I have moved, how do I notify you of my new address?**

**A:** To notify SDHC of your new address, contact the Loan Servicing department at [loanservicing@sdhc.org](mailto:loanservicing@sdhc.org).

## Insurance

**Q: I received a check from my insurance company for damages to my home, but SDHC is a payee on the check. How do I get the check endorsed?**

**A:** Please contact the Loan Servicing department at [loanservicing@sdhc.org](mailto:loanservicing@sdhc.org) regarding any damage to your property and one of the loan servicing specialists will respond with an explanation of the process for handling the insurance proceeds.

## Affordable For Sale Housing

**Q: I purchased my property under your Affordable For Sale Housing Program and I want to sell it. What do I do?**

**A:** If you are the owner of an affordable unit in one of the following developments: Sycamore Walk, Bella Rosa, Airoso, Cristamar, La Boheme or Renaissance, SDHC will assist you with the sale of your home in compliance with the affordability restrictions. We also maintain a list of potential buyers interested in purchasing your below-market rate home. Please complete the **Notice of Intent to Sell** form and email it to [affordableforsale@sdhc.org](mailto:affordableforsale@sdhc.org). If you own an affordable unit in a development not noted above, it can be sold at market rate at any time pursuant to the terms of the original affordable restrictions. Please contact [affordableforsale@sdhc.org](mailto:affordableforsale@sdhc.org) for additional details.

**Q: There is a Master Affordable Agreement recorded against a market-rate home, what can I do to have it removed?**

**A:** The Master Affordable Agreements were recorded in areas where a portion of the homes in the development were sold to eligible buyers at a below-market, affordable price. The Agreements give notice to buyers/owners in the development and surrounding areas that there are affordable-for-sale housing units in the neighborhood. A waiver can be issued at the time of sale of a market rate home, assuring the property in question does not have affordable restrictions. This will satisfy the title and escrow companies, allowing the sale to proceed. To request a waiver, please contact [loanservicing@sdhc.org](mailto:loanservicing@sdhc.org).

