



Real Estate Division

Sent via Email

To Whom It May Concern:

Re: Subordination Request for County of San Diego loans

As requested, please find attached a Subordination Application Package for your use. San Diego Housing Commission (SDHC) processes subordination requests on behalf of the Housing Authority of the County of San Diego (HACSD). SDHC's review consists of an evaluation for compliance with the underwriting guidelines established by HACSD. SDHC prepares a recommendation to approve or decline the subordination request based on these guidelines, and submits the recommendation along with the subordination documents to HACSD. HACSD makes the formal decision to approve or deny the request. HACSD will notify you of its decision and if approved, make arrangements for delivery of the Subordination document for signing and recording.

In order to process your request, please have the attached "Request to Subordinate" application completed and submit it along with all the required documents listed on page 2 of the application. Please note all required documents must be provided regardless of your underwriting or approval criteria. Also attached, for your review, are the subordination guidelines and restrictions.

Mail the complete package along with a \$250.00 non-refundable fee and \$50 for each additional lien to be subordinated or reconveyed made payable to San Diego Housing Commission:

San Diego Housing Commission  
Attn: Loan Servicing  
1122 Broadway, Suite 300  
San Diego, CA 92101

***Please note: Incomplete applications will not be processed and will be deemed cancelled after 10 days. Resubmission will require an additional \$250.00 processing fee.***

If you have any questions, please do not hesitate to give us a call at 619-578-7304

Sincerely,

Loan Servicing Team  
[loanservicing@sdhc.org](mailto:loanservicing@sdhc.org)

**REQUEST TO SUBORDINATE**

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**BORROWER INFORMATION:**

Borrower Name(s): \_\_\_\_\_

Borrower's Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_

Street City State Zip

Total Amount of Household Income: \$ \_\_\_\_\_

Borrower Mailing Address: \_\_\_\_\_

Street City State Zip

Telephone Numbers: Daytime: (\_\_\_\_) \_\_\_\_\_ Night: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Reason for Refinance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Attached additional sheets if necessary.)

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**CURRENT LENDER INFORMATION:**

Name of Existing 1<sup>st</sup> Trust Deed Lender: \_\_\_\_\_

Current Principal Balance: \$ \_\_\_\_\_

Current Monthly Payment Amount: \$ \_\_\_\_\_

Current Interest Rate: \_\_\_\_\_% Type (check one): Fixed Variable

Prepayment Penalty (check one): Yes: \$ \_\_\_\_\_ No

1<sup>st</sup> Deed of Trust is current (check one): Yes No

Property Taxes are current (check one): Yes No

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**PROPOSED LENDER INFORMATION:**

Proposed New Lender: \_\_\_\_\_

New Lender's Mailing Address: \_\_\_\_\_

Street City State Zip

New Lender's Phone # (\_\_\_\_) \_\_\_\_\_

New Lender's Fax #: (\_\_\_\_) \_\_\_\_\_

New Lender's Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**NEW LOAN TERMS:**

Proposed New 1<sup>st</sup> Trust Deed Amount: \$ \_\_\_\_\_

Proposed Monthly Payment Amount: \$ \_\_\_\_\_

Proposed Interest Rate: \_\_\_\_\_ Type(check one): Fixed Variable

% Proposed Term (check one): 15/15 30/30 Other: \_\_\_\_\_

Prepayment penalty (check one): Yes \$ \_\_\_\_\_ No

Cash out at closing (check one): \*Yes \$ \_\_\_\_\_ No

\*If yes, reason for Cash Out: \_\_\_\_\_

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**ESCROW INSTRUCTION:**

Escrow Company Name: \_\_\_\_\_

Escrow Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Street City State Zip

Escrow Phone # (\_\_\_\_) \_\_\_\_\_

Escrow Fax #: (\_\_\_\_) \_\_\_\_\_

Escrow Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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**REQUIRED DOCUMENTATION:**

Please attach the following documentation with your request. All documentation must be less than six months old, and it must be **SIGNED** and **DATED** by the borrower and broker or lender, as applicable:

1. Broker/Lender Worksheet (attached)
2. Appraisal (Streamline Valuation acceptable for FHA and HARP only.)
3. Title Report
4. Loan Application (FNMA 1003)
5. Loan Approval
6. Escrow's Estimated Closing Cost Statement
7. Most recent mortgage statement
8. Recorded Deed of Trust for County Lien
9. Other documents as requested

## CERTIFICATION

I/We certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties and/or liability for monetary damages to the Lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on this application. The lender, its agents, successors and assigns will rely on the information contained in the application. I/We understand we have a continuing obligation to amend and/or supplement the information provided in this application, if any of the material facts which I/we have represented herein should change prior to closing.

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_