



## Individual Loan Subordination Application

Please note that the Housing Authority **does not subordinate to loans with balloon payments, variable-rate APRs, or to loans that take cash out** except for reasonable closing costs.

### 1. APPLICANT INFORMATION

Application Date			
Date Response Needed (Please allow 4 – 6 weeks)			
Borrower(s) Legal Name(s)	Name(s)		
	Address		
	Email		
	Phone		
Property Name/Address/Subdivision			
Loan Number(s)			

### 2. REQUIRED INFORMATION

**SUBORDINATION INFORMATION**

- Name of Lender Requesting Subordination \_\_\_\_\_
- Amount Being Refinanced \$ \_\_\_\_\_
- Terms of Refinance \_\_\_\_\_
- Subordination Request Fee of \$118 (Amount subject to change July 1)

**DOCUMENTS REQUIRED (SUBMIT WITH APPLICATION)**

- Letter from Borrower(s) Stating Intent to Refinance
- Copy of Loan Application
- Current Property Appraisal
- Preliminary Title Report Dated Within 6 Months of Request
- Draft Loan Documents for New Loan (Note and Deed of Trust)
- Draft Subordination Agreement and Request for Notice (prepared by new lender or title company)
- Estimated Settlement Statement (if applicable)
- Current proof of insurance (see original Housing Authority loan documents)



### 3. CERTIFICATION

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Authorized Signature

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Authorized Signature

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Printed Name

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Printed Name

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Date

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Date

Please submit application with your payment and all required documents to:  
City of Santa Rosa Department of Housing & Community Services  
**ATTN: Housing Trust**  
90 Santa Rosa Avenue  
Santa Rosa, CA 95404