



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 \$122 (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

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Date

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