



# SUBORDINATION AGREEMENT REQUEST

Complete and submit the form to the attention of Monica Johnson at [monica.johnson@houstontx.gov](mailto:monica.johnson@houstontx.gov). Please be aware, failure to submit all required materials may delay or prevent the processing of your request. All requests are processed in the order in which they are received. If you need assistance, please call 832.394.6185 or 832.394.6241 between the hours of 9 A.M. and 4 P.M. or visit us at <http://www.houstontx.gov/housing/compliance-and-monitoring>.

## Requestor Information

Date of Request: \_\_\_\_\_  
Name (Last, First): \_\_\_\_\_ Firm: \_\_\_\_\_  
Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Homeowner's Information and Property Information

Last/First Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date subsidy was received (Year): \_\_\_\_\_  
Property Address: \_\_\_\_\_

## Mortgage Information

**HCDD DOES NOT SUBORDINATE TO ANY CASH-OUT LOANS**

Name of New Mortgage Company: \_\_\_\_\_  
Name of Trustee Authorized to Represent Institution (*can only be a President or Vice President*): \_\_\_\_\_  
Old Loan Amount, Monthly Payment & Interest Rate & Terms: \_\_\_\_\_  
New Loan Amount, Monthly Payment & Interest Rate & Terms: \_\_\_\_\_  
Is a Trustee Authorization Letter attached (see attached sample letter)?  Yes  No

## Method Of Delivery

After the lender and borrower(s) execute the Subordination Agreement, please indicate the delivery method of the fully executed original Subordination Agreement (check a box):

Overnight delivery (attach an\* air bill label)  Pick up in person  Courier pick up  
\*For UPS air bills, UPS does not have a drop box in the premises of our building. After notification has been provided that the Release is ready for pick-up, call UPS to schedule a delivery pickup. The City is not an authorize user on the requestor's account and cannot schedule a UPS pickup.

## Reason for the Request

Check one or more of the following:

Refinance (no cash out)  Home Equity  Loan Modifications  Other: \_\_\_\_\_

## Supporting Documentation

Attach the indicated supporting documents:

**(The request will not be accepted until all items are received. HCDD reserves the right to request additional supporting documentation.)**

- Settlement Statement (HUD-1) which must include all estimated closing costs and estimated lender fees.
- Homeowner's authorization must be in writing and must authorize:
  - disclosure and release of loan information
  - disclosure of HUD-1 and refinance loan documents
- For proof of residency, submit the following items:
  - copy of homeowner(s) driver's license(s)
  - last month's water and light bill
- Loan modification agreement and any other supporting documents (i.e. Good Faith Estimate, Truth-in-Lending, etc.)