



# SUBORDINATION AGREEMENT REQUEST

Complete and submit the form to the attention of **Monica Johnson** at [monica.johnson@houstontx.gov](mailto:monica.johnson@houstontx.gov) and copy [laura.serrano@houstontx.gov](mailto:laura.serrano@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**.

## 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

## Reason for the Request

Check one or more of the following:

Refinance (no cash out)  Home Equity (cash out)  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.)**

- Closing Disclosure (Note: Estimated values are allowed, except homeowner cannot receive cash back.)
- Homeowner's authorization must be in writing and must authorize:
  - release of loan information
  - release of Closing Disclosure
  - release of any other 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
- If applicable, loan modification agreement and any other supporting/closing document(s)

## Delivery Options

Please select from one of the following (check one):

Overnight delivery (attach an \*air bill label)  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, please 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.