



SUBORDINATION AGREEMENT REQUEST

[ONLY FOR RATE AND TERM REFINANCE LOANS]

Complete and submit the form to HCDDLLoanServicing@houstontx.gov. Please be aware, failure to submit all required documents will delay or prevent the processing of your request. All requests are processed in the order in which they are received. If you need additional assistance, please call **(832) 394-6200, extension #2**.

Requestor Information

Date of Request: _____ Firm: _____
Name: _____ Phone: _____
Email address: _____

Homeowner's Information and Property Information

First/Last Name/s: _____ Phone: _____
Property Address: _____

New Mortgage Information (To be included in Subordination Agreement)

HCDD DOES NOT SUBORDINATE TO ANY CASH-OUT REFINANCE LOANS

New Name of Mortgage Company that will appear on new Deed of Trust: _____
New Name of Trustee that will appear on new Deed of Trust, if available: _____
New Loan Amount, Interest Rate and Terms: _____

Reason for the Request

Check one or more of the following:

Refinance (no cash out) Home Equity (cash out) Loan Modifications

Supporting Documentation

The request will not be processed until all documents have been received. HCDD reserves the right to request additional supporting documentation.

All required Supporting Documents

- Closing Disclosure (Note: Estimated values are allowed, except homeowner cannot receive cash back.)
- Homeowner's authorization
- Proof of residency, submit all of the following items:
 - Copy of homeowner(s) driver's license(s)
 - Last month's electric bill
 - Last month's water bill
- If applicable, loan modification agreement and all supporting/closing document(s)

Delivery Options

Please select and provide one of the following:

Overnight Delivery (attach FedEx air bill label) Courier pick-up