



SUBORDINATION AGREEMENT REQUEST

[ONLY FOR RATE AND TERM REFINANCE LOANS]

Complete and submit the form to HCDDLoanServicing@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) 394.6200 extension #2.

Requestor Information

Date of Request: _____ Comment(s): _____
Name (Last, First): _____ Firm: _____
Email address: _____ Phone: _____

Homeowner's Information and Property Information

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

Current Mortgage Information

Name of Lender/Mortgage Company: _____
Old Loan Amount, Interest Rate and Terms: _____

New Mortgage Information (To be included in Subordination Agreement)

HCDD DOES NOT SUBORDINATE TO 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 accepted until all items are received. HCDD reserves the right to request additional supporting documentation.

Required Supporting Documents

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

Delivery Options

Please select from one of the following:

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