

SINGLE-FAMILY LOAN SERVICING SUBORDINATION AGREEMENT REQUEST



ONLY FOR RATE AND TERM REFINANCE LOANS

Complete and submit the form to hcddloanservicing@houstontx.gov. If you need assistance, contact our team at (832) 394.6140. 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.

Requestor Information			
Date of Request		Comment(s):	
Requestor's Name		Lender:	
Email address		Phone:	

Homeowner's Information and Property Information			
Homeowner(s) Name			
Property Address			
Phone Number	Email		Year lien filed

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

New Mortgage Information <small>(To be included in Subordination Agreement)</small>	
HCD 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 with Interest Rate and Terms:	

Reason for the Request		
Check one or more of the following:		
Refinance (no cash out)	Home Equity (cash out)	Loan Modification

Required Documentation
The request will not be executed until all items are received. HCD reserves the right to request additional supporting documentation. Please submit a copy of the following:
Homeowner(s) authorization <small>(This authorization must come from the Mortgage or Title Company)</small>
Homeowner(s) government-issued photo ID that reflect address
Last month's electric bill
Last month's water bill
Closing Disclosure (formerly known as a HUD-1 Settlement Statement)
Loan Modification Agreement and any other supporting/closing document(s)

Homeowner Sign-Off			
Signature:		Printed Name:	Date:
Signature:		Printed Name:	Date:

Warning

Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729. Under penalties of perjury, I/we certify that the information presented above is true and accurate to the best of my/our knowledge and belief. I/We further understand that providing false representations herein constitutes an act of fraud. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a FELONY if he/she knowingly and willfully makes a false statement to any department of the United States Government.