

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		Firm	
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:
<input type="checkbox"/> Refinance (no cash out) <input type="checkbox"/> Home Equity (cash out) <input type="checkbox"/> 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
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)