

FTHB \_\_\_\_\_ BMP \_\_\_\_\_

## City of Santa Clara-Housing Division Subordination Request Form

Borrower's Last Name \_\_\_\_\_

Estimated COE Date: \_\_\_\_\_

Borrower's First Name \_\_\_\_\_

REFI

Property Address \_\_\_\_\_

Payoff Position:  First  Second

City, State, Zip \_\_\_\_\_

City Loan Number: \_\_\_\_\_

Borrower Signatures \_\_\_\_\_

New Interest Rate: \_\_\_\_\_

**City Program (Check One):**

First Time Home Buyer (FTHB)

Below Market (BMP)

Redevelopment Agency of City of Santa Clara

Housing Authority of City of Santa Clara

**Title Company** \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact/Escrow Officer: \_\_\_\_\_

Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Escrow # \_\_\_\_\_

**Lender Name** \_\_\_\_\_

Phone Number \_\_\_\_\_

Loan Officer/Broker Name \_\_\_\_\_

Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Loan # \_\_\_\_\_

Please provide the following information in order for the City to consider the Subordination on a rate and term reduction refinance. There will be no cash out refinancing. Please note that title and escrow fees, impounds for property taxes and insurance cannot be financed. The City will consider hardship requests on a case by case basis.

- |                                                  |                                                      |
|--------------------------------------------------|------------------------------------------------------|
| 1. Borrower signed authorization to release form | 8. Loan Estimate- (Good Faith Estimate)              |
| 2. New lender DU Underwriting Form               | 9. New promissory note and deed of trust             |
| 3. Preliminary Title Report                      | 10. Homeowner's Insurance w/City as mortgagee        |
| 4. Lender's Forms 1008 & 1003                    | 11. New Loan Agreement (if Multi-family)             |
| 5. Estimated Settlement Statement                | 12. Check to "City of Santa Clara" for \$1,760.00    |
| 6. Property Appraisal                            | 13. Fed Exp/UPS delivery slip for executed documents |
| 7. Payoff Statement for senior lender            |                                                      |

A City Municipal fee in the amount of \$1760.00 must be submitted with the required paperwork and is not refundable. The approval is at the discretion of City and there is no guarantee that requests will be granted. The City reserves the right to request additional documents as deemed necessary. Forward this completed form and all the requested information to:

**Suzanne Burns-Tobin**  
**Housing & Community Services Department, 1500 Warburton Ave., Santa Clara CA 95050**  
**Email address: sburns@santaclaraca.gov**  
**Phone (408) 615-2493**

After the receipt of all required documents, this process will take a minimum of 3-4 weeks to complete, so plan your subordination requests and closing dates with interest rate locks accordingly.