

INFORMATION ON MULTI-FAMILY SUBORDINATION REQUEST

DHCD **may approve** subordination of its Deed of Trust for a multi-family housing loan refinancing in the following circumstances:

- To reduce the term and/or payment of the primary mortgage without equity withdrawal (except to pay settlement costs including points, recording, appraisal, and title report fees.);
- To withdraw equity for capital improvements approved by DHCD, and
- To withdraw cash equity to settle outstanding District and/or Federal tax liens, past dues taxes, or other outstanding District obligations.

DHCD **may not approve** subordination of its Deed of Trust for a multi-family housing loan refinancing if the transaction results in any of the following circumstances a:

- Line of credit;
- Subordinate loan being placed in a third trust position;
- Combined Loan-To-Value ratio that exceeds 100% of the appraised property value;
- Debt service coverage ratio that does not meet the minimum specified in any written agreement, underwriting analysis, pro-forma-analysis or as approved by DHCD;
- Change to the Borrower's entity, unless newly formed entity meets requirements of program,
- Other restrictions may apply.

The Borrower must meet the following requirements when applying to DHCD for subordination of its Deed of Trust for a multi-family housing loan refinancing:

- Must not have been more than sixty (60) days delinquent on any DHCD loan during the twelve-month (12) period immediately preceding the request;
- Must be in compliance with all restrictive covenants, reporting requirements under the loan, and any other DHCD programs or District laws applicable to the project;
- Must be in compliance with Department of Employment Services and Office of Tax and Revenue; and
- Must have a loan with a fixed term and interest rate.

The above lists the minimum requirements of the Department. At its discretion, DHCD may apply further requirements to support the viability of a subordination request.

Requests for loan subordination submitted to the Department of Housing and Community Development (DHCD) **must be made at least 60 days** prior to loan closing. All requests must include a fully completed Loan Service Request Form.

If you have questions, please contact: subordinations.pamd@dc.gov

Requests should be mailed to:

**D.C. Department of Housing and Community Development
Attn: PAMD-MF Subordinations
1800 Martin Luther King Junior Avenue, SE
Washington, DC 20020**



**Loan Servicing Request Form
(Multifamily)**

Borrower Information		
Borrower Name:		
Borrower Address:		
Phone#:		
Loan Service Request: <input type="checkbox"/> Subordination <input type="checkbox"/> Modification <input type="checkbox"/> Forgiveness		
Reason for request: (Please reference the agency guidelines. If more space is needed please attach documents to this form.)		
Contact Information (if different from above)		
Name:	Relationship:	
Street Address:	Phone#:	
City/State:	Zip:	Fax:
Property Information		
Street Address:	Project Development Name:	
City/State:	Zip:	Date of Purchase:
Loan or AmeriNational Number:	Purchase Price:\$	
DHCD Loan Amount:\$	Property Type: <input type="checkbox"/> Multifamily	
Appraised Value of Property:\$	Appraisal Provided By:	
New Loan Information (If applicable)		
Lender Name:	Loan Amount:	
Lender Contact Name:	Loan Type:	
Lender Contact Phone:	Interest Rate:	
Loan Term:	Monthly Payment Amount:	
Title/Settlement Company		
Company Name:		
Contact Name:	Contact Phone:	

Borrower Certification/Statement:

I am the owner of the subject property. The information contained herein is true and accurate.

Signature

Printed Name

Date

The following documents must be attached:

Loan Document Checklist		
Required Documents	DHCD Use only	
	Missing	Incomplete
Current appraisal		
Recorded City's Deed of Trust		
Preliminary Title Report		
Copy of an accurate estimated closing statement from escrow		
Copy of the new 1st Mortgage Note (and Riders, if applicable)		
Estimated Settlement Statement (HUD-1)		
Commitment Letter (with Lender Signature) For multifamily: <ul style="list-style-type: none"> Name and address of Lender Proposed loan terms Expiration of the interest lock-in rate Monthly principal and interest payment amount Clear statement of any cash out amount and purpose Any other conditions imposed by the Lender 		
Payoff Demand of Existing Loan(s)		
Subordination Agreement for City to Sign		
Capital Needs Assessment		
Audited Financial Statement		
Projected Budget		
FOR DHCD USE ONLY		
PAMD Date Received:	DHCD Program: <input type="checkbox"/> PADD <input type="checkbox"/> DFD <input type="checkbox"/> SF <input type="checkbox"/> HPAP	
Program Date Received:	Program Reviewer Initials:	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments:	

Please submit the documents listed with your request. A review of this request will not be conducted until ALL outstanding documentation has been submitted to the agency. All documents must be received by DHCD within 30 days or requests will be denied.

Please email or mail this form to:
subordinations.pamd@dc.gov
 DHCD
 Portfolio Asset Manager
 1800 Martin Luther King, Jr. Ave,
 SE Washington, DC 20020