SUBORDINATION REQUEST

Requests for loan subordination submitted to the Department of Housing and Community Development (DHCD) should be made at least 60 days prior to loan closing to insure proper processing and review. All requests must include a fully completed Loan Service Request Form and the required documentation identified on the form.

PERMISSIBLE REQUEST

DHCD **may approve** subordination of its Deed of Trust for a single-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 satisfy a judgment from a divorce decree to withdraw equity from property;
- To draw cash equity to settle outstanding District and/or Federal tax liens, past dues taxes, or other outstanding District obligations, and
- To draw cash equity for home repairs (as distinguished from remodeling).

DHCD **will not approve** subordination of its Deed of Trust for a single-family housing loan refinancing in the following circumstances:

- Reverse equity mortgage, home equity loan or line of credit;
- DHCD is placed in a third trust position;
- Loan-to-Value ratio of all recorded trusts and liens exceeds 95% of the appraised property value, and
- Other restrictions may apply.

CRITERIA

DHCD **will apply** the following criteria when considering subordination of its Deed of Trust for a single-family housing loan refinancing:

- The borrower must meet program credit standards (may be waived under certain circumstances)
- The property must be the borrower's primary residence

DOCUMENTATION

The **Loan Servicing Request Form** identifies required documentation that must be submitted. A subordination request is not considered complete without all required documents. Incomplete request may result in processing times **longer** than 45 days.

If you have questions or concerns, please contact Portfolio Asset Management Division at 202-442-7200. Requests should be sent to: subordinations.pamd@dc.gov

****PAY-OFF REQUEST****

Agents or Borrower **must** email request, including **borrower's name and address** along with borrower's authorization Form of Release (if applicable) to:

TCAM ClientCare@tcamre.com Phone number 1-844-254-2500 or (202) 519-2500



Department of Housing and Community Development

Loan Servicing Request Form (Homeowner)

Borrower Information				
Borrower Name:				
Borrower Address:				
Phone#:				
Loan Service Request: □Subordination □	Modification Degrainance			
	gency guidelines. If more space is needed please			
attach documents to this form.)	gency guidelines. If more space is needed please			
	(1.11)			
	(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: ☐Multifamily ☐Single-family			
Appraised Value of Property:\$	Appraisal Provided By:			
The production of the producti	1			
New Loan Inforr	nation (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:	and the standard standard to the state of th			
I am the owner of the subject property, which is my principal residence. The information contained				
herein is true and accurate.				
Signature	Printed Name			
	Timed Hame			
Date				
The following documents must be attached:				

Loan Document Checklist		
Required Documents (Subordination)*		
Current appraisal or model evaluation		
Recorded Deed of Trust Notice of Conditional Approval		
Preliminary Title Report		
Closing Disclosure Credit Report (Tri) Merge (Borrowers/Spouse- Single Family Rehab, Homestead only)		
Copy of the new 1st Mortgage Note (and Riders, if applicable) Estimated Settlement Statement (HUD-1)		
Commitment Letter (with Lender Signature)		
Payoff Demand of Existing Loan(s) Uniform Residential Loan Application (Fannie Mae Form 1003		
Loan Summary and Underwriting Transmittal Form (Fannie Mae Form 1008)		
Copy of current mortgage note		
Copy of Insurance Policy (must be 90 days from expiration and have DHCD as additional insured)		
Borrower's Notice of Authorization		
Contractor's Estimates (if applicable)		
FOR DHCD USE ONLY		

FOR DHCD USE ONLY		
PAMD Date Received:	DHCD Program:	
	☐ PADD ☐DFD ☐SF☐HPAP	
Program Date Received:	Program Reviewer Initials:	
Approved Disapproved	Comments:	
,		

*Documents for modifications of loans and the forgiveness of loan may vary, please consult the originating program. 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 this form to:

subordinations.pamd@dc.gov





{borrower name}
Account #{account#}
Property Address: {street}, {City}, {State} {Zip}

Attn: TCAM Client Care

AFFIDAVIT OF OWNER

The undersigned certifies under penalty of perjury, that:

- 1. I/we continue to own and live in the subject property as our principal residence.
- 2. I/we have paid any taxes and other assessments imposed, assessed or levied on the property.
- 3. I/we have kept the property insured against loss by fire, flood, and standard extended coverage perils in an amount not less than the amount of the principal balance of the loan plus the amount of any other Deed of Trust encumbering the property.
- 4. I/we have not placed any further liens against the property since I/we received the loan.
- 5. I/we have paid all sums of money when due to the holders of mortgages or liens on the property.
- 6. I/we have maintained the property in good condition.

Signe	d:	Date:
Signe	d:	Date:
Please	e submit two (2) of the following documents:	
	Copy of current property insurance policy	
	Copy of current utility bill	
	Proof of paid property taxes	