

**North Carolina Housing Finance Agency**

**Request for Subordination**

1. **submit a copy of the following with the completed request for subordination form (two pages-ALL SECTIONS MUST BE COMPLETED)**
2. Borrower’s Loan Application (Form 1003)
3. Completed W-9 (one for each NCHFA borrower)
4. FedEx or UPS Mailing Label (NCHFA only accepts preprinted labels by courier)
5. Verification of non-occupancy (if military and not occupying property)
6. **Property identification**
7. Borrower Name (as it appears on the Deed of Trust):
8. Phone Number(s): Home: Work:
9. Property Address:

City: Zip Code:

Mailing Address:

1. **Summary of Current Liens Against the Property (List all existing liens including NCHFA loan)**

Lender Payment Amount Lien Position Interest Rate Payoff Amount

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_% $
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_% $
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_% $
4. \_\_\_\_\_NCHFA\_\_\_\_\_\_\_\_\_ $\_\_\_NA\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_NA\_\_\_\_% $
5. **Summary of Liens Against the Property After Subordination (List all remaining liens including new loan) \***

Lender Payment Amount Lien Position Interest Rate \*New Loan Amt.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_% $
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_% $
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_% $
4. \_\_\_\_\_NCHFA\_\_\_\_\_\_\_\_\_ $\_\_\_\_NA\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_NA\_\_\_% $
5. **Proposed New Loan**
6. Purpose of new loan:
7. Total closing costs or fees associated with the loan:
8. Name of the Trustee for the new Deed of Trust (if known):
9. Lender name (EXACTLY AS STATED ON THE NEW DEED OF TRUST):

1. Company name (this is where the subordination agreement will be sent):

Mailing Address:

Contact/Attn: Phone:

1. Contact/Loan Officer (this is the person we would contact if we have any questions):

Phone: Email:

1. Federal Express mailing label YES NO
2. UPS mailing label included (**no account numbers accepted – only labels**) YES NO
3. **Borrower's Certification and Authorization**

I/we, the undersigned borrower, herby request that the NCHFA loan referenced above be subordinated as indicated herein. I/we certify that all information provided in support of this request is true and complete.

I/we authorize you to provide to Lender, and to any investor to whom Lender may sell my/our mortgage, all information and documentation that they request. Such information includes, but is not limited to, employment history and income, bank, money market, and similar account balances, credit history; and copies of income tax returns.

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Borrower Date

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Borrower Date

**North Carolina Housing Finance Agency Office Use Only**

Approved: Yes No By: Date:

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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