

OHFA SUBORDINATION REQUEST FORM

Items Required for a Complete Subordination Request:

Enclosed	Required Items*
	Copy of Full Title Commitment – All Pages
	Copy of Recorded Second Mortgage
	Copy of Preliminary HUD-1 Settlement Statement
	Clean, Recordable Legal Description of the Property
	Signed copy of Completed Subordination Request Form
	\$100.00 Check Payable to OHFA (certified or company check; no personal checks) Non-Refundable
	Return Overnight Label or Overnight Envelope

**Failure to provide any Required Information will result in a delay in processing*

Mail Subordination Package to:

OHFA
Attn: Homeownership
57 E Main Street
Columbus OH 43215

Questions? Call us at 614.466.7970

Notes: _____

Borrower Information

Full Name of Borrower #1: _____ Last 4 Digits of SS# _____
 Current Marital Status: _____ Is the Current Marital Status Different from the Original Second Mortgage? _____

Full Name of Borrower #2: _____ Last 4 Digits of SS# _____
 Current Marital Status: _____ Is the Current Marital Status Different from the Original Second Mortgage? _____

Property Information

Property Address: _____
 Parcel #: _____

Lender, Loan & Title Company Information

Name of New Lender: _____
 Amount of New Loan: \$ _____ Is this a Cash-Out Refi? _____ Approx. Amount of Proceeds from Refi: \$ _____

Requestor Information

Company Name: _____
 Contact Name: _____
 Street: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____

Subordination Delivery Address

Company Name: _____
 Attn: _____
 Street: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____

I acknowledge the above information is true and correct, to the best of my knowledge.

Authorized Signature of Requestor: _____ **Date:** _____
 Typed Name of Requestor: _____ Title: _____

Borrower Acknowledgement & Authorization

I/We acknowledge the above information is true and correct, to the best of my/our knowledge. By signing below, I/We authorize OHFA to share any information provided for this subordination request, including any and all information associated with the loan. I/We understand there is a Non-Refundable Subordination Fee with each Subordination Request.

Signature of Borrower #1: _____ **Date:** _____
Signature of Borrower #2: _____ **Date:** _____