

Mail Subordination Package to:

OHFA
Attn: Homeownership
57 E Main Street
Columbus OH 43215

When requesting subordination of loans, please complete this form and include the below items.

- SIGNED, Completed Subordination Request Form with Requestor's Email Address
- Copy of Preliminary Closing Disclosure
- Copy of Title Search/Commitment
- Copy of Recorded Second Mortgage
- Clean, Recordable Legal Description
- \$100.00 Check Payable to OHFA (certified or company check; no personal checks)
Non-Refundable
- Postage Paid Return Label and Envelope

Please call 614-466-7970 or email loanadmin@ohiohome.org to find out if loan is eligible for subordination.

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 #: _____

Requestor 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: _____
Street: _____
City/State/Zip: _____
Phone: _____

Subordination Delivery Address

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

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

Authorized Signature of Requestor: _____ **Date:** _____
Requestor Email Address: _____ **Title:** _____

Borrower Acknowledgment and 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:** _____