

# MOHCD AND FORMER SFRA/OCII PROPERTIES – SUBORDINATION REQUEST CHECKLIST

A checklist MUST accompany each subordination package. Please allow 7-10 business days for processing COMPLETE subordination requests. We only accept subordination requests from participating lending officers or agents. For a complete list, please go to: <http://sfmohcd.org/mochd-authorized-lender-list>

BORROWER				
Borrower1 Name:		Address:		
Borrower2 Name:		Email:		Phone #:
ESCROW				
Escrow Officer:		Escrow #:		
Phone #:		Email:		
LENDER				
Loan Officer:		Email:		Phone #:
Which program(s) are you requesting a subordination for?				
<input type="checkbox"/> BMR <input type="checkbox"/> DALP <input type="checkbox"/> BMR-DALP <input type="checkbox"/> BMR-DALP Plus <input type="checkbox"/> CalHome <input type="checkbox"/> CHRP <input type="checkbox"/> Rehab <input type="checkbox"/> Lead <input type="checkbox"/> TND <input type="checkbox"/> PIC <input type="checkbox"/> FRDALP <input type="checkbox"/> City2nd <input type="checkbox"/> SFRA <input type="checkbox"/> ADDI				
REQUIRED DOCUMENTS (Check the box for YES)			For MOHCD Use Only	
			Submitted	Missing
			Incomplete	
<input type="checkbox"/> Are you an approved Participating Lending Officer for the program(s) above?				
<input type="checkbox"/> Administrative Fee (escrow/cashier check, see website for the current fee)				
<input type="checkbox"/> Subordination Request to MOHCD from Owner (see enclosed request letter)				
<input type="checkbox"/> Copy of Recorded MOHCD and/or SFRA Deed of Trust				
<input type="checkbox"/> Preliminary Title Report (within 90 days)				
<input type="checkbox"/> Commitment Letter				
<input type="checkbox"/> Current Mortgage Statement of Existing First Mortgage				
<input type="checkbox"/> Payoff Demand of Existing First Mortgage: <b>Include:</b> <input type="checkbox"/> Current Interest Rate: <input type="checkbox"/> Current Term of the Loan:				
<input type="checkbox"/> Current Appraisal Report (within 90 days)				
<input type="checkbox"/> Loan Estimate or Estimated Settlement Statement				
<input type="checkbox"/> Completed and Signed Form 1003: <b>(Loan Originator MUST be a participating loan officer)</b>				
<input type="checkbox"/> Completed Form 1008				
<input type="checkbox"/> Optional: FedEx / UPS Return Label and Envelope				

Please submit the completed subordination package: ELECTRONICALLY through the Database of Affordable Housing Listings, Information, and Applications (DAHLIA) System.

Please submit the Admin Fee to: Mayor’s Office of Housing and Community Development, 1 South Van Ness Ave., 5th Floor, San Francisco, CA 94103. Attention: Subordination Unit