

# SUBRDINATION REQUEST TO MOHCD

Date \_\_\_\_\_

Attention Loan Servicing  
Mayor's Office of Housing and Community Development (MOHCD)  
1 South Van Ness Ave., 5<sup>th</sup> Floor  
San Francisco, CA 94103

Homeowner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

To the Mayor's Office of Housing and Community Development,

I/We are working to refinance our current first mortgage loan. I/We are pursuing this refinance because:  
(please explain why you are wishing to refinance at this point and time)

- Rate Reduction
- Decreased Monthly Mortgage Payment
- Refi Amount is less than existing loan
- Loan Term Reduced
- Cash-out Amount
- Other:

I/We are working the following lender to refinance our loan and grant this person permission to release and exchange information with MOHCD regarding this transaction.

Name of Lender	Bank Name	Email Address	Phone #

Additionally, below is a list of all household members on title and/or on the loan as well as their contact information should you have any questions.

Name	On Title? (Y/N)	On Loan? (Y/N)	Email Address	Cell Number

Sincerely,

\_\_\_\_\_  
Homeowners Signature(s)

**(If more than one homeowner – all members on title and loan must sign)**