

# 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:** \_\_\_\_\_