

Email Subordination Packageto: loanadmin@ohiohome.org

or fax to (614) 644.5393

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 **clearly showing no cash to borrower – cannot be a Loan Estimate**
- Copy of Recorded Second Mortgage **first page only**
Both homeowners on OHFA loan must sign application
- \$100.00 Non-Refundable fee to OHFA: **ACH instructions will be emailed upon receipt of request**
- Postage Paid Return Label

Please email loanadmin@ohiohome.org to find out if loan is eligible for subordination before applying.

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: _____