

# Subordination Request Form



## Eligible downpayment and closing cost loans:

- Homeownership Assistance Fund (HAF)
- Deferred Payment Loan
- Monthly Payment Loan

### Documentation Requirements:

*(Incomplete requests will result in a delay in processing.)*

- A completed and signed copy of this Subordination Request Form
- Copy of the mortgage being subordinated
- First two pages of current appraisal (dated within 6 months of the request date)
- Current title opinion/policy (dated within 30 days of the request date)
- Documentation to show streamline refinance, if applicable
- Copy of signed Borrower Authorization and Consent
- Loan Estimate

Minnesota Housing may request further documentation, as deemed necessary.

Please Note:	Documentation may be sent to:
<ul style="list-style-type: none"> <li>• Minnesota Housing will subordinate its lien position on a Homeownership Assistance Fund (HAF), Deferred Payment Loan, or Monthly Payment Loan <b>only</b> to a Minnesota Housing Step Up loan.</li> <li>• Allow five working days from submission of all required documentation for processing of subordination requests.</li> </ul> <p>Minnesota Housing is not accepting cash-out refinances with the Step Up program. Eligible refinances include no cash-out and limited cash-out refinances originated per industry standard product guidelines (FHA, VA, RD, FannieMae HFA Preferred™ and HFA Preferred Risk Sharing™) and meeting Minnesota Housing Step Up program guidelines.</p> <ul style="list-style-type: none"> <li>• Subordination requests must be submitted prior to closing of the proposed refinance loan.</li> </ul>	<p><b>By Mail:</b> Minnesota Housing Finance Agency Attn: Portfolio Management 400 Sibley Street, Suite 300 St. Paul, MN 55101</p> <p><b>By fax:</b> 651.223.7017</p> <p><b>By email:</b> <a href="mailto:ben.landwehr@state.mn.us">ben.landwehr@state.mn.us</a> or <a href="mailto:justin.obenauer@state.mn.us">justin.obenauer@state.mn.us</a></p>

Loan/Financial Institution Information		
Name of Borrower(s):	<input type="text"/>	
Property Address:	<input type="text"/>	
U.S. Bank's Loan Number:	<input type="text"/>	
New Loan Amount: \$	<input type="text"/>	Appraised Value: \$ <input type="text"/> Interest Rate: <input type="text"/>
Legal Name of Proposed New Lender: (as will appear on mortgage)	<input type="text"/>	
Current First Mortgage Payoff Balance: \$	<input type="text"/>	
Itemize and provide explanation of difference between Current First Mortgage Payoff Balance and New Loan Amount:	<input type="text"/>	

### Financial Institution Requesting Subordination

Subordination Delivery Information		Requestor Delivery Information <i>(If same as delivery information, write "Same")</i>						
Company/Institution:	<input type="text"/>	Company/Institution:	<input type="text"/>					
Attention:	<input type="text"/>	Attention:	<input type="text"/>					
Street:	<input type="text"/>	Street:	<input type="text"/>					
City:	<input type="text"/>	State:	<input type="text"/>					
	Zip Code:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>	Phone:	<input type="text"/>	Fax:	<input type="text"/>	
Carrier:	<input type="checkbox"/> UPS (overnight) <input type="checkbox"/> FedEx (overnight) <input type="checkbox"/> USPS (regular mail)							
Billing Number <i>(required for overnight UPS or FedEx delivery):</i>	<input type="text"/>							

### Acknowledgement

I hereby certify that the above information is accurate and complete.	
Preparer Name: <input type="text"/>	
Preparer Signature: <input type="text"/>	Date: <input type="text"/>
Preparer Title: <input type="text"/>	