

Community Development Corporation of Utah (CDCU) will subordinate to rate and term refinance transactions that benefit the client. DPA liens must remain in second position and all subordination requests are subject to review and may ONLY be approved under the following circumstances:

- Catastrophic events
- Reducing interest rate and/or monthly payments on the mortgage
- Home repairs or retrofitting the home to be accessible with a professional bid and photo supporting evidence
- Repairing an automobile utilized for work, school, or other critical transportation need with supporting evidence
- Pay off any type of reasonable debt so long as the refinancing results in an increase in residual income or a decrease in monthly credit report obligations
- Homeowner will be required to submit a letter of explanation indicating the intentions with the funds.
- Subordinations **will not** be approved for HELOC transactions

Copies of all the following items MUST be provided unless indicated as not applicable:

- Subordination Agreement (usually prepared by title; must include new loan amount)
- Preliminary Title Report
- Loan Estimate (LE) Signed by borrower
- Loan Application (1003) Signed by borrower
- Appraisal (first 5-6 pages will be sufficient)
- 1st Mortgage Payoff Statement
- Transmittal Summary (1008)
- Closing Disclosure (Signed by borrower once available)
- If paying off debt: evidence of outstanding debt and payoff statements
- If intending to do home repairs: professional estimate of costs for the repairs & photo evidence of needed repairs
- Letter of Explanation indicating the use of the funds received for the transaction. Needs to be hand signed by borrower
- FEE:** \$75 processing fee must be paid **before** CDCU will sign subordination agreement. Pay by cash or check in our office or with a debit/credit card on our website, www.cdcutah.org. The fee is non-refundable whether the loan closes or not.

Send completed form & checklist items to:

payoff@cdcutah.org

CDCU Payoff & Subordination Department

Community Development Corporation of Utah
501 East 1700 South, Salt Lake City, Utah 84105
Phone: 801-994-7222 x204 | Fax: 801-994-7222

TURN AROUND TIME IS 3-5 BUSINESS DAYS FROM DATE OF REQUEST (IF ALL INFORMATION IS RECEIVED). SUBORDINATION AGREEMENTS WILL BE SENT VIA REGULAR MAIL, CAN BE PICKED UP AT OUR OFFICE OR SENT EXPRESS MAIL IF PREPAID LABEL IS PROVIDED.

SUBORDINATION REQUEST

HOMEOWNER INFORMATION

Homeowner Name(s): _____

Full Property Address: _____

LENDER INFORMATION

Lender: _____

Loan Officer: _____

Phone: _____

Email: _____

TITLE COMPANY

Title Company: _____

Contact: _____

Phone: _____

Email: _____

LOAN COMPARISON

OLD LOAN INFORMATION

Loan Amount: _____

Interest Rate: _____

P&I Payment: _____

Taxes: _____

HO Ins: _____

PMI: _____

Total Payment: _____

NEW LOAN INFORMATION

Loan Amount: _____

Interest Rate: _____

P&I Payment: _____

Taxes: _____

HO Ins: _____

PMI: _____

Total Payment: _____

Closing Costs: _____

Explanation: