



# Single Family Lending Program Bulletin

January 18, 2017

Program Bulletin #2017-02

To: CalHFA Approved Lenders

## Updates to Resubordination Process For All CalHFA Subordinate Loans

CalHFA is going paperless for all resubordination applications received on or after February 1, 2017. CalHFA will also begin charging a \$150 non-refundable processing fee for each resubordination application received on or after February 1, 2017.

- Documentation will be streamlined:
  1. Two months' bank statements will be replaced by a one-page affidavit.
  2. Copy of the existing 1<sup>st</sup> mortgage promissory note will be eliminated.
  3. Copy of recorded Subordinate Loan Deed of Trust(s) will be eliminated.
- Resubordination applications must be sent to CalHFA electronically through our secure file transfer server.
- A non-refundable processing fee of \$150 (Certified Funds only) will be required for resubordination applications at time of submission.

Any resubordination application received by CalHFA without all documentation required, including the certified funds, is deemed to be incomplete. CalHFA will not process the resubordination package until all items required have been received.

On or after February 1, 2017 complete resubordination requirements, procedures, electronic intake instructions and revised forms can be found on our website at

[www.calhfa.ca.gov/homeownership/forms/application-resubordination.pdf](http://www.calhfa.ca.gov/homeownership/forms/application-resubordination.pdf).

Homeowners with a Keep Your Home California (KYHC) junior loan should contact KYHC directly at 888.954.5337 or go to [www.KeepYourHomeCalifornia.org/payoff.htm](http://www.KeepYourHomeCalifornia.org/payoff.htm) for complete resubordination requirements.

For questions about this bulletin, contact CalHFA Single Family Lending by phone 916.326.8033 or by email at [SFLending@calhfa.ca.gov](mailto:SFLending@calhfa.ca.gov). In addition, you can always visit CalHFA's website at [www.calhfa.ca.gov](http://www.calhfa.ca.gov) or Single Family Lending directly at [www.calhfa.ca.gov/homeownership](http://www.calhfa.ca.gov/homeownership).

CalHFA thanks you for your business and we look forward to continuing to support your affordable housing loan needs.