



### APPLICATION FOR RESUBORDINATION

To Apply: Please contact CalHFA at Subordinations@CalHFA.ca.gov for instructions on how to submit resubordination application packages electronically.

Please complete all sections of this form

CalHFA JUNIOR LOAN # (s) _____	
BORROWER NAME(S): _____	PROPERTY ADDRESS: _____
_____	_____
_____	City State ZIP
LENDER NAME (EXACTLY AS IT IS TO APPEAR ON RESUBORDINATION AGREEMENT)	ESCROW COMPANY
LENDER ADDRESS	ADDRESS
_____	_____
City State ZIP	City State ZIP
CONTACT NAME	ESCROW OFFICER
_____	ESCROW # _____
PHONE NUMBER ( ) _____	PHONE NUMBER ( ) _____
FAX NUMBER ( ) _____	FAX NUMBER ( ) _____
EMAIL ADDRESS _____	EMAIL ADDRESS _____

#### LEGAL STATEMENT

Lender acknowledges that this application and documents submitted to CalHFA Single Family Lending Loan Administration Special Programs represents and/or warrants the correctness and completeness of all statements and information contained in such documents.

Signature of Lender's authorized representative:

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print name

( ) \_\_\_\_\_  
Telephone Number

( ) \_\_\_\_\_  
Fax Number



CalHFA Loan ID: \_\_\_\_\_

## Borrower Available Funds Affidavit

I, \_\_\_\_\_, and I, \_\_\_\_\_, as current borrower(s) of a home mortgage down payment assistance (DPA) loan with original principal amount totaling \$\_\_\_\_\_, pursuant to the Mortgage Loan Program of the California Housing Finance Agency (CalHFA), have applied for a First Mortgage Home Loan, do hereby represent and warrant (that) we have insufficient funds to pay off CalHFA DPA loan(s) as of the closing date of the First Mortgage Home Loan. At time of this signing (we) do not have funds equal to the total balance (principal and interest) of the CalHFA DPA loan(s) plus three months of my/our new first mortgage loan payment amount.

(I/We) declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date



## Resubordination Check Submission Form

Complete the information below and submit with your certified check in the amount of \$150 made payable to California Housing Finance Agency.

CalHFA Loan # (if available) \_\_\_\_\_

Borrower(s) Name(s) \_\_\_\_\_  
\_\_\_\_\_

Property Address \_\_\_\_\_  
\_\_\_\_\_

Enclosed: \$150 certified check (non-refundable fee)

Make certified check payable to California Housing Finance Agency and send to:

Mail:

California Housing Finance Agency  
Single Family—Accounting MS930  
P O Box 4034  
Sacramento CA 95812-4034

Overnight Courier:

California Housing Finance Agency  
Single Family—Accounting MS930  
500 Capitol Mall, Suite 400  
Sacramento CA 95814



# Resubordination Submission Checklist

PLEASE SUBMIT IN THE FOLLOWING STACKING ORDER

To Apply: Please contact CalHFA at [subordinations@calhfa.ca.gov](mailto:subordinations@calhfa.ca.gov) for instructions on how to submit resubordination application packages electronically.

<p><b>Application for Resubordination.</b> Only one application is required when applying for resubordination of one or more CalHFA junior loans. List all CalHFA junior loan numbers on the application</p>
<p><b>Self-Addressed/Prepaid Overnight Courier Service Label/Envelope.</b> If the application is approved, the Resubordination Agreement and Escrow Instructions will be sent by regular mail to the Title Company if an overnight or courier service label/envelope is not provided in the submission package.</p>
<p><b>Automated Underwriting System (AUS) approval</b> e.g. Fannie Mae Desktop Underwriter® (DU®) or Freddie Mac Loan Product Advisor (LPA®)</p>
<p><b>Lenders Underwriting Approval</b></p>
<p><b>Uniform Underwriting and Transmittal Summary (1008), FHA Loan Underwriting and Transmittal Summary (HUD 92900-LT) or VA Loan Analysis (as applicable).</b> Must be signed by the Underwriter and include CHUMS number for FHA Loans.</p>
<p><b>Uniform Residential Loan Applications *1003)</b> Must be signed by the borrowers.</p>
<p><b>Borrower Available Funds Affidavit</b></p>
<p><b>Borrowers Most Recent Mortgage Account Statement for the Existing 1<sup>st</sup> Mortgage Loan</b></p>
<p><b>Preliminary Title Report</b></p>
<p><b>Non Refundable \$150 Processing Fee (see below)</b></p>

Resubordination requests will be reviewed for final approval upon receipt of a completed package, which contains all the required documents. Delivery of incomplete and/or fraudulent information may result in processing delays.

Note: This checklist represents the minimum documents required for CalHFA approval. Other documents may be required by underwriter/reviewer.

**Resubordination Processing Fee: A non-refundable processing fee of \$150 is due at time of submission. ONLY CERTIFIED FUNDS WILL BE ACCEPTED. Include the check along with the Check Submission Form and send to:**

**Mail**

California Housing Finance Agency  
Single Family – Accounting MS930  
PO Box 4034  
Sacramento, CA 95812-4034

**Overnight Courier**

California Housing Finance Agency  
Single Family – Accounting MS930  
500 Capitol Mall, Suite 400  
Sacramento, CA 95814