



# Subordination Submission Checklist

SUBMIT COPIES ONLY – PLEASE SUBMIT IN THIS STACKING ORDER

## FILE ORDER

Left Side	Right Side
<input type="checkbox"/> Application for Subordination  Only one application is required when applying for subordination of one or more CalHFA junior loans. List all CalHFA junior loan #s on application.	<input type="checkbox"/> Uniform Underwriting and Transmittal Summary (1008), FHA Loan Underwriting and Transmittal Summary (HUD 92900-LT) or VA Loan Analysis as applicable for the new loan (Must be signed by underwriter and include CHUMS # for FHA Loans)
<input type="checkbox"/> Self Addressed/Prepaid overnight courier service label/envelope  If application is approved, Subordination Agreement and Escrow Instructions will be sent by regular mail to the Title Company if overnight courier service label/envelope is not provided in package.	<input type="checkbox"/> Uniform Residential Loan Application (1003) [Signed by borrower(s)]
	<input type="checkbox"/> Two months of current Bank Statements (all accounts, all pages)
	<input type="checkbox"/> Copy of the existing 1 <sup>st</sup> mortgage promissory note(s)
	<input type="checkbox"/> Copy of recorded Junior Loan Deed of Trust(s)
	<input type="checkbox"/> Borrower's most recent mortgage account statement for existing loan
	<input type="checkbox"/> Preliminary Title Report

Subordination 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 check list represents the minimum documents required for CalHFA approval. Other documents may be required by underwriter/reviewer.