



DFA Resubordination Submission Checklist

PLEASE SUBMIT IN THE FOLLOWING STACKING ORDER

To Apply: Please email SubLoans@calhfa.ca.gov (10 mb limit) with the application documents below.

✓	Request for Resubordination
	1. Lender is approved CalHFA lender
	2. Loan must meet the following criteria: <input type="checkbox"/> Loan is a Dream for All Appreciation Loan <input type="checkbox"/> First and only subordination on this loan (one time for life of loan) <input type="checkbox"/> CalHFA Loan number
	3. <input type="checkbox"/> \$400.00 Nonrefundable fee - Dream for All (Note: Fee not transferrable between lenders) OR <input type="checkbox"/> \$150.00 Nonrefundable fee - Loss Mitigation Wire and mailing instruction is below.
	4. Automated Underwriting System (AUS) approval e.g. Fannie Mae Desktop Underwriter® (DU®) Limited Refi approval
	5. Lenders Underwriting Approval showing <u>Rate lock/Loan term/LTV/CLTV/ and PITI</u>
	6. New Loan Servicer Information including contact information (Name, Address, Email, Phone)
	7. Final CD/HUD/LE to verify cashback within <u>FNMA limited refi limits</u>
	8. Uniform Residential Loan Applications (1003) <u>Must</u> be signed by all borrowers
	9. CalHFA Loan Commitment
	10. CalHFA 3rd Party Borrower Signed Authorization https://www.calhfa.ca.gov/myaccount/forms/3rdparty.pdf
	11. Borrowers most recent Mortgage Account Statement for the existing <u>1st Mortgage Loan</u> , and payoff demands for <u>all other loans</u>
	12. Credit report or payment history to show previous <u>12 months consecutive payments</u> on first mortgage are current
	13. Preliminary Title Report dated <u>within 90 days</u> showing <u>no additional liens</u> PACE, HERO type loans must be paid off and removed from title. No Helocs.
	14. Note holder proof of occupancy
	15. CalHFA Disclosure Statement signed by <u>all</u> borrowers
	16. Title Contact Information including names, address, email, phone number and escrow number
	17. Copy of Insurance showing CalHFA as loss payee* at approval
	18. Self-Addressed/Prepaid Overnight Courier Service Label/Envelope 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

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



* Loss Payee information: **California Housing Finance Agency**
Its successor and/or assigns
Single Family Servicing – MS 955
500 Capitol Mall, Suite 1400
Sacramento, CA 95814

Note: This checklist represents documents required for CalHFA subordination. Other documents may be required by underwriter/reviewer upon review.

Resubordination Processing Fee: A non-refundable processing fee of \$400 for Dream for All or \$150 for Loss Mitigation is due at time of submission. **ONLY WIRES OR CERTIFIED FUNDS WILL BE ACCEPTED.** Include the check along with the Check Submission Form and send to:

Mail or Overnight Courier

California Housing Finance Agency
Single Family Loan Servicing MS-955
500 Capitol Mall, Suite 1400
Sacramento, CA 95814

Wires

U.S. Bank
Branch Office: 1001 Alhambra Blvd., Sacramento, CA 95816
Account #: 157533245682 ABA #: 121122676
For Credit to: California Housing Finance Agency Loan Administration
Homeowners Loan Number, Name, Property address and purpose
must be included in the description.

Wire will be REJECTED IF:

- Wire does not include CalHFA Loan#, Name, Property address and purpose
- Wire transmittal does not identify funds as subordination fee