



Loss Mitigation Subordination Process for CalHFA Subordinate Loans

CalHFA will permit the subordination of existing CalHFA subordinate loans if homeowners are approved for loss mitigation.

Eligible CalHFA Subordinate loans include the following:

- California Homebuyer’s Down payment Assistance Program (CHDAP)
- CalHFA Housing Assistance Program (CHAP)
- High Cost Area Home Purchase Assistance Program (HICAP)
- Extra Credit Teacher Program (ECTP)
- Homeownership in Revitalization Area Program (HIRAP)
- Zero Interest Program (ZIP) & (ZIP Extra)
- MyHome Assistance Program (MYHOME)
- School Teacher and Employee Assistance Program (School Program)

Homeowners with a Keep Your Home California (KYHC) subordinate lien should contact KYHC directly at 888.953-3722 or go to www.keepyourhomecalifornia.org/payoff.htm for complete resubordination requirements

Subordinations

Description	Guideline
Submission Process	Must be submitted through our Secure Server (No paper packages accepted) To submit application and required documentation, contact CalHFA at subordinations@calhfa.ca.gov for instructions.
Fees	\$150 – Non-refundable Processing Fee - Certified funds only – received by mail; fee is due at the time of submission. Mail or overnight courier to: California Housing Finance Agency Single Family – Accounting MS930 500 Capitol Mall, Suite 400 Sacramento, CA 95814
Documentation	<ul style="list-style-type: none"> • Copy of the Recorded first lien Deed of Trust • Copy of the Recorded lien Deed of Trust to be subordinated • Legal description • Loan Modification Agreement

Description	Guideline
Shipping	Self-Addressed/Prepaid overnight courier service label for shipping of document. Only a hard copy subordination agreement may be released (No faxes, scans, or emails)
CalHFA Process after Package and Funds Received	<ul style="list-style-type: none"> • Prepare and send original executed and notarized Subordination Agreement to Servicer. (The document is sent regular mail unless pre-paid overnight label is provided).
Questions	Please contact Single Family Loan Administration at 800.669.1079

CalHFA reserves the right to request additional documentation as deemed appropriate.