



**ESCROW INSTRUCTIONS
FOR
KEEP YOUR HOME CALIFORNIA
LIEN SUBORDINATIONS**

Attention Lenders, Escrow and Title Officers:

Please note that you are **not** authorized to close escrow or record the California Housing Finance Agency (CalHFA) subordination agreement (Agreement) for the Keep Your Home California (KYHC) lien(s) until you have returned to CalHFA a fully executed copy of the subordination agreement. Send executed copy to: subordinations@kyhca.org.

Prior to recordation:

1. Do not amend the terms or amounts within the approved subordination agreement.
 - Should changes to the terms of the proposed first mortgage occur, please contact subordinations@kyhca.org to advise about any proposed change(s).
 - KYHC must review and approve all proposed changes.
2. All interested parties named within the subordination agreement must:
 - Sign the subordination agreement
 - Signatures **MUST** be notarized.
3. Return a fully executed copy of the subordination agreement. Send to subordinations@kyhca.org.

Important: If you are unable to comply with these instructions within 60 days from the subordination agreement date, the original, unrecorded, Agreement **MUST be returned to **CalHFA-Keep Your Home California.****