

South Carolina State Housing Finance and Development Authority
Development Division 300-C Outlet Pointe Boulevard Columbia, South Carolina 29210

Date: _____

SUBORDINATION REQUEST

In order for your request to be processed, you must complete all of the following and submit at least 30 days prior to the anticipated closing date:

Loan Information:

Mortgagor: _____ Project Name: _____

Development # _____ Funding Source: ☐ HOME ☐ SC HTF ☐ NSP

Loan # _____ ☐ NHTF ☐ Other _____

Property Address: _____ County: _____

Date of Mortgage: _____ Original Loan Amount: _____

Recording Information: Date: _____ Book: _____ Page: _____

Is the request related to any of the following?

☐ Traditional Refinance ☐ Deed-in-Lieu of Foreclosure ☐ Other Loss Mitigation: _____

If none of the above apply, please explain the circumstances necessitating the subordination of the Mortgage.

Please provide the following information about the existing first lien.

Lienholder: _____

Loan Amount: \$ _____ Balance: \$ _____

Term of Loan: _____ years

Interest Rate: _____ percent ☐ Fixed ☐ Adjustable

Please provide the following information about the proposed first lien.

Lienholder: _____

Loan Amount: \$ _____

Term of Loan: _____ years

Interest Rate: _____ percent ☐ Fixed ☐ Adjustable

Is cash being paid out to the borrower? ☐ Yes ☐ No

Anticipated closing date: _____

In order for your request to be processed, you must attach the following documentation to this form:

1. Copy of Current Appraisal
2. A Commitment Letter signed by the lender which includes the new loan amount, the rate and term of the proposed loan.
3. Draft subordination agreement
4. If original signatures are required, a prepaid shipping label