



**SUBMIT ENTIRE SUBORDINATION FILE
BY OVERNIGHT COURIER OR MAIL TO:**

NHSIE Lending Dept.
1845 South Business Center Drive, Suite 120 • San Bernardino • CA 92408
Phone (909) 884-6891
(Check or money order payable to NHSIE)

APPLICATION FOR SUBORDINATION
Please complete all sections of this form

NHSIE LOAN # _____	
BORROWER NAME(S): _____	PROPERTY ADDRESS: _____
LENDER NAME _____ <small>LENDER NAME AS IT IS TO APPEAR ON SUBORDINATION AGREEMENT</small>	City _____ State _____ ZIP _____ ESCROW CO. _____ ADDRESS _____
LENDER ADDRESS _____	ADDRESS _____
City _____ State _____ ZIP _____	City _____ State _____ ZIP _____
CONTACT NAME _____	ESCROW OFFICER _____ ESCROW # _____
PHONE NUMBER () _____	PHONE NUMBER () _____
FAX NUMBER () _____	FAX NUMBER () _____
EMAIL ADDRESS _____	EMAIL ADDRESS _____

LEGAL STATEMENT

Lender acknowledges that this application and documents submitted to NHSIE represents and/or warrants the correctness and completeness of all statements and information contained in such documents.

Signature of lender's authorized representative:

_____ Signature	() _____ Telephone Number
_____ Print name	() _____ Fax Number



Subordination Submission Checklist

SUBMIT COPIES ONLY – PLEASE SUBMIT IN THIS STACKING ORDER

STACKING ORDER

**FILE REVIEW WILL BE DELAYED
IF NOT IN STACKING ORDER**

- Application for Subordination
- NeighborWorks HomeOwnership Center Questionnaire
- Borrower Statement (From Escrow) reflecting NHSIE subordination fee for \$250.00. Line items to be read as “NHSIE – (Program Name) Subordination”. **Example “NHSIE – CityLIFT Subordination”** - signed by borrower – upfront nonrefundable fee
- NHSIE Closing Disclosure Release Form – signed by borrower
- Pay Off Demand
- Uniform Residential Loan Application (1003)
[Signed by borrower(s)]
- Loan Estimate
- Uniform Underwriting and Transmittal Summary (1008) or 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)
- Preliminary Title Report
- Copy of the existing 1st mortgage promissory note(s)
- Copy of recorded Junior Loan Deed of Trust(s)
- Two months of current Bank Statements (all accounts, all pages)
- Borrower’s most recent mortgage account statement for existing loan
- 2 Recent Utility Provider Statements – Electric, Gas, Water, Trash
- Subordination Agreement and return label
- Evidence of Insurance: Reference NHSIE as Loss Payee
NHS of the Inland Empire
It’s Successor’s and/or Assigned
1845 South Business Center Drive, Suite 120, San Bernardino, CA 92408
- Closing Disclosure & Final Payoff Demand: Must not reflect cash to borrower, please view cash out guidance* (NHSIE to obtain documents from closing agent)

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 NHSIE approval. Other documents may be required by underwriter/reviewer.

There will be a \$100 upfront nonrefundable fee for changes made after the agreement is signed and notarized

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