



Housing
Development
Fund

Housing Development Fund, Inc. Subordination Request Form

HDF will not prepare a subordination agreement until ALL required documents requested below are received. Requests take up to four weeks from the date you submit all documents. Please mail ALL required documents to:

Housing Development Fund, Inc.
100 Prospect Street, Suite 100
Stamford, CT 06901
Attn: Kayte Graveline

Applicant Contact Information:

Name: _____
Address: _____
Home Phone: _____
Work Phone: _____
Email Address: _____

First Mortgage Contact information:

Name of Lender: _____
Name of Loan Officer: _____
Phone Number: _____
Email Address: _____

Attorney Contact Information:

Name: _____
Address: _____
Phone Number: _____
Email Address: _____

HDF Requirements:

- Refinanced first mortgage must have a fixed interest rate at or below the original rate.
- Limited Cash Out Refinance (LCOR) – only to cover closing costs in an amount that is not more than the lesser of two percent of the balance of the newly refinanced first mortgage or \$2,000.00.
- HBA loans (formerly known as Adopt-a-House, including Live Where You Work formerly known as Workforce loans) must be repaid.
- *New first mortgage must be with an HDF partnered bank (see www.hdfconnects.org for list).*
- Subject to HDF approval. Must have history of making SM payments on time.

Please submit copies of ALL documents mentioned below in one COMPLETE package:

- First lender mortgage commitment letter
- First lender mortgage loan application/1003
- First lender mortgage loan transmittal summary/1008
- Appraisal
- Copy of the title search from your attorney (with complete recording information)
- Subordination agreement for HDF review and signature (prepared by settlement agent)
- Non Refundable Processing fee check for \$150.00 (payable to Housing Development Fund)
- Letter indicating reason for refinance

