



CITY OF CHICO
COMMUNITY DEVELOPMENT DEPARTMENT – HOUSING
PO Box 3420, Chico, CA 95927
411 Main Street, 2nd Floor, Chico, CA 95928
530-879-6300 phone, 530-879-6399 fax

SUBORDINATION REQUEST CHECKLIST

This checklist must accompany request. Incomplete submissions will not be accepted.

Borrower's current contact information:

Mailing address _____

Phone and email _____

Property address _____

\$99 Non-refundable Application fee (check payable to City of Chico)

1008 Underwriting form or comparable if a streamline refinance (terms and amount of new loan)

1003 Loan Application or comparable information

Evidence of all household income - most current IRS 1040 (with W-2s) and 3 most recent paystubs for the borrower, spouse/registered domestic partner, and anyone else residing in the household (regardless if they are on the title or loan) **AND** any other household income documentation such as Social Security award, child support, and alimony.

Current appraisal of the property
(if no appraisal is completed, include waiver and assigned value)

Estimated Settlement Statement

Preliminary title report

Contact information of new lender

Contact information of escrow officer

When CalHFA lien or any other lien on title, **must** provide one of the following:
 Documentation of intended payoff (may be referenced on Estimated Settlement Statement), or
 Subordination approval, or
 Status/evidence of subordination approval request (if approval not yet received)

Date of the rate lock expiration _____

Estimated date of escrow closing _____

Prepaid Airbill for UPS or FedEx for shipment of originals to title company

If Subordination is approved, a \$79.50 Non-refundable Subordination fee (check payable to City of Chico – collected from the Borrower at time of signing new Subordination Agreement)