



Email request form and all documents to: [loanadmin@ohiohome.org](mailto:loanadmin@ohiohome.org) or fax to (614) 644.5393 and provide prepaid return label for subordination delivery.

- Completed, SIGNED Request Form - both homeowners on OHFA loan must sign
- Copy of Preliminary Closing Disclosure - **no cash to borrower** – no Loan Estimate
- Copy of all pages of Recorded Second Mortgage
- Postage Paid Return Label
- Copy of ACH bank confirmation of \$100 non-refundable fee to OHFA

**Borrower 1 Name:** \_\_\_\_\_

Phone and Email: \_\_\_\_\_

**Borrower 2 Name:** \_\_\_\_\_

Phone and Email: \_\_\_\_\_

*Has name changed for either from the original second mortgage?*  YES  NO

**Property Address:** \_\_\_\_\_

**New Loan Originator Name:** \_\_\_\_\_

Phone and Email: \_\_\_\_\_

**Title Company Closer Name:** \_\_\_\_\_

Phone and Email: \_\_\_\_\_

**Requestor Name:** \_\_\_\_\_

Phone and Email: \_\_\_\_\_

**Acknowledgment and Authorization**

*I/We acknowledge the above information is true and correct, to the best of my/our knowledge. By signing below, I/We authorize OHFA to share any information provided for this subordination request, including any and all information associated with the loan. I/We understand there is a Non-Refundable Subordination Fee with each Subordination Request.*

Borrower 1 Signature \_\_\_\_\_

Date \_\_\_\_\_

Borrower 2 Signature \_\_\_\_\_

Date \_\_\_\_\_

Requestor Signature \_\_\_\_\_

Date \_\_\_\_\_