



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