Subordination of First Trust Mortgage

The NSP/My Home/Buy Suitland/My HOME II/PATHWAY TO PURCHASE/PGCPAP DPCCA will subordinate to a new first mortgage to allow interest rate reductions or “streamlining”, if all of the following conditions are met and the requested information is provided, in writing to the NSP/My HOME/Buy Suitland/My Home II/PATHWAY TO PURCHASE/PGCPAP DPCCA Loan Servicing Manager.

*Please Note: When the current appraised value of the subject property is sufficient to support a combined 1st and 2nd trust loan to value, and the borrower can obtain a loan approval from a lender supporting that amount, the borrower will be required to pay off the balance of the NSP/My Home/Buy Suitland/My Home II/PATHWAY TO PURCHASE/PGCPAP loan and a subordination agreement will not be approved.

1. The home must continue to be the borrower’s primary residence.
2. The new first mortgage must be a fully amortized, fixed-rate mortgage. (No adjustable rate interest, interest only or negative amortization loans are acceptable).
3. CASH OUT cannot exceed $500.00 to the borrower. NSP/My Home/Buy Suitland/My Home II/PATHWAY TO PURCHASE/PGCPAP DPCCA will not subordinate if the borrower is refinancing for the purpose of liquidating equity in the home.
4. NSP/My Home/Buy Suitland/My HOME II/PATHWAY TO PURCHASE/PGCPAP DPCCA lien is to remain in second place.
5. The NSP/My Home/Buy Suitland/My HOME II/PATHWAY TO PURCHASE/PGCPAP DPCCA terms and conditions do not change.
6. NSP/My Home/Buy Suitland/My HOME II/PATHWAY TO PURCHASE/PGCPAP DPCCA will not incur any costs related to the refinance of the first mortgage, including but not limited to, costs for courier service.
7. Documentation must be provided evidencing the current appraised value is insufficient to include the new first mortgage as well as the NSP/My Home/Buy Suitland/My HOME II/PATHWAY TO PURCHASE/PGCPAP DPCCA lien. This documentation may be a copy of the current appraisal or an automated valuation module. AVM can be ordered online.
8. The Subordination Agreement document will include language that the agreement will be recorded concurrently with the new first mortgage.
9. All documentation is subject to NSP/My Home/Buy Suitland/My HOME II/PATHWAY TO PURCHASE/PGCPAP DPCCA approval.
10. The Subordination Agreement will be prepared by NSP/My Home/Buy Suitland/My HOME II/PATHWAY TO PURCHASE/PGCPAP staff attorney with Chief Administrative Officer for Prince George’s County as authorized signatory.
11. The following items are required for submission:
   a. Letter from borrower explaining the purpose of refinance
   b. Conditional approval (subsequently the final approval) with rate and term of new loan
c. FHA Transmittal Summary/1003 (subsequently the final FHA Transmittal Summary signed by underwriter)
d. 1003 (subsequently the final 1003)
e. Loan Estimate
f. 1st Trust mortgage note to show current interest rate and payment.
g. AVM; we must have proof of property current value before we can approve the subordination request. (NO EXCEPTION).
h. A Valid Payoff from 1st trust loan.
i. Homeowner’s insurance declarations page with new first mortgagee clause and Prince George’s clause showing in 2nd lien position. (Prince George’s County Government-DHCD c/o Loan Servicing UDC, ISAOA/ATIMA 9200 Basil Ct, Largo, Maryland 20774).
j. Prelim CD
k. Lender’s or Title Company’s overnight account number so that original subordination agreement can be forwarded for closing.
l. Title company name, address and name of a contact person – Use of approved title co. required. Located on our website www.princegeorgescountymd.gov/865

12. The Subordination Request and supporting documentation shall be forwarded for processing to:

REDEVELOPMENT AUTHORITY OF PRINCE GEORGE’S COUNTY
9200 BASIL COURT, Suite 504
LARGO, MD 20774
Attention: Subordination Department

13. Please allow at least Fifteen (15) business days for NSP/My Home/ Buy Suitland/My HOME II/ PATHWAY TO PURCHASE/ PGCPAP DPCCA processing of the Subordination Agreement

14. Subordination request that have been inactive for 30 calendar days will be cancelled.

At the discretion of NSP/My Home/ Buy Suitland/ My Home II/ PATHWAY TO PURCHASE/ PGCPAP DPCCA, additional information and/or documentation may be required.

PLEASE CONTACT US DIRECTLY FOR SPECIFIC INSTRUCTIONS ON LOAN MODIFICATION SUBORDINATION REQUESTS.
Information Line 301-883-5456 or ssm@co.pg.md.us.
Subordination Agreement
Submission checklist

Borrower: _________________________________________
Address: _________________________________________

➤ MUST CHOOSE A TITLE COMPANY ON OUR APPROVED LIST
(Visit our website @ www.princegeorgescounty.md.gov/865) Click on Pathway to Purchase or PGCPAP

➤ __ A non-refundable processing fee of $175.00 payable to: “PG CTY GOV-DHCD, LOAN SERVICING UDC, ISAOA
➤ __ Letter from borrower explaining the purpose of refinance
➤ __ Conditional approval indicating rate and term of new loan
➤ __ FHA Transmittal Summary
➤ __ 1003/Uniformed Residential Loan Application
➤ __ Loan Estimate
➤ __ Current First Trust Mortgage Note.
➤ __ AVM (Automated Value Model) NO EXCEPTIONS
➤ __ A Valid Payoff from 1st trust loan
➤ __ Homeowner’s insurance with proposed insured mortgagee clause and Prince George’s County in 2nd lien position. Prince Georges County Government-DHCD c/o Loan Servicing UDC, ISAOA/ATIMA 9200 Basil Ct. 5th Floor, Largo, Maryland 20774.
➤ __ Prelim CD
➤ __ Title Co. overnight label so that original can be forwarded for closing

Approved Title Co: ____________________________ Lender: ____________________________

Address________________________ Address________________________

________________________ __________________________

Contact: __________________________ Contact: __________________________

Phone: __________________________ Phone: __________________________

Email: __________________________ Email: __________________________

Forward package to: Redevelopment Authority
9200 Basil Ct.
5th Floor, Suite 504
Largo, MD 20774
Attention: Subordination Department
SSM@CO.PG.MD.US