

## 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 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 1<sup>st</sup> and 2<sup>nd</sup> 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** loan 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. 1<sup>st</sup> 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 1<sup>st</sup> trust loan.
- i. Homeowner's insurance declarations page with new first mortgagee clause and Prince George's clause showing in 2<sup>nd</sup> lien position. **(Prince George's County c/o Loan Servicing UDC, 9200 Basil Ct, Suite 306, 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 <https://www.princegeorgescountymd.gov/business/redevelopment-authority/first-time-home-buyer-assistance-programs/pathway-to-purchase>

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

**Please contact Sandra Dixon at [svdixon@co.pg.md.us](mailto:svdixon@co.pg.md.us)  
301-883-7327 for submission instructions**

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](mailto:ssm@co.pg.md.us).**

**SUBORDINATION AGREEMENT  
SUBMISSION CHECKLIST**

**BORROWER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**➤ MUST CHOOSE A TITLE COMPANY ON OUR APPROVED LIST  
(VISIT OUR WEBSITE @ [WWW.PRINCEGEORGE'SCOUNTYMD.GOV/865](http://WWW.PRINCEGEORGE'SCOUNTYMD.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 1<sup>st</sup> trust loan
- \_\_\_ Homeowner's insurance with proposed insured mortgagee clause and  
    Prince George's County in 2<sup>nd</sup> lien position. **Prince Georges County c/o  
    Loan Servicing UDC, 9200 Basil Ct., Suite 306, 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:** Sandra Dixon at [svdixon@co.pg.md.us](mailto:svdixon@co.pg.md.us)  
301-883-7327 for submission instructions.