

## Request for FHA Plus Second Mortgage Subordination

Lenders must provide this information to VHDA at the time of loan approval.

Borrower(s) Name: \_\_\_\_\_

VHDA Loan # to be Subordinated \_\_\_\_\_

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

Is this a VHDA to VHDA Refinance Yes \_\_\_\_\_ No \_\_\_\_\_\*

New VHDA Reservation # \_\_\_\_\_

Lender: \_\_\_\_\_

Requester Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Submit Request and a copy of the Schedule A from the title binder to:

Lisa Peatross  
VHDA Central Servicing  
601 S. Belvidere St.  
Richmond, VA 23220  
Fax # 804-343-8720  
[Lisa.peatross@vhda.com](mailto:Lisa.peatross@vhda.com)

Questions can be forwarded to VHDA Customer Service 1-800-235-6938

**Failure to submit this form in advance could cause a delay in the preparation and receipt of Subordination Agreement.**

Allow 10 business days for receipt of Subordination Agreement.

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**\*If this will not be a VHDA to VHDA refinance explain reason for exception request. VHDA reserves the right to deny requests for subordination. Automatic subordination is not allowed due to the special wording on the FHA Plus Deed of Trust. For VHDA to non-VHDA refinances, provide a copy of the Good Faith Estimate, TIL, preliminary HUD-I and documentation supporting a 5% net benefit to the borrower. There will be a \$300.00 charge for subordination preparation on VHDA to non VHDA refinances.**

Borrower Exceeds VHDA Maximum Income \_\_\_\_\_ Income Amount \$ \_\_\_\_\_

Other: \_\_\_\_\_