

# ST. LOUIS COUNTY SUBORDINATION WORKSHEET

Case # \_\_\_\_\_

Dennis M. Kajszo / Office of Community Development  
Phone: 314-615-4026

Subordination Agreement Request on Behalf of:

Client's Name: \_\_\_\_\_

Client's Address: \_\_\_\_\_

Phone# \_\_\_\_\_

## I. Background Information For New Loan Analysis

### EXISTING LOAN INFO

Balance of Existing loan.....	\$ _____
Interest Rate of Existing loan.....	_____ %
Original Term of Existing loan.....	_____ years

### NEW LOAN INFO

Amount of New Loan.....	\$ _____
Interest Rate of New Loan.....	_____ %
Term of New Loan.....	_____ years

### ADDITIONAL INFO

Total Closing Costs on New Loan (Fees Listed in the GFE).....	\$ _____
Current Property Appraisal.....	\$ _____
Current Loan to Value on New Loan.....	_____ %
Back End Debt Ratio.....	_____ %
Amount of St. Louis County Home Improvement Lien.....	\$ _____
Amount of Debt in Addition to Existing Mortgage Being Refinanced	\$ _____
Amount of Cash Back to the Borrower.....	\$ _____

## II. Requirements for Subordination

Circle One

(For refinancing that includes cash-out or debt consolidation):

The interest rate of the new loan does not exceed 1% of the rate on the existing loan. T F

OR

(For refinancing that is to modify the term or reduce rate without cash out or debt consolidation): The interest rate of the existing loan is being reduced. T F

The new loan is not an adjustable rate loan. T F

The back end ratio does not exceed 50%. T F

Taxes, insurance and PMI are escrowed and included in ratios. T F

The appraised value exceeds the new loan, including all property liens. T F

Total closing costs do not exceed 5% of the proposed mortgage being refinanced. T F

The borrower is aware of the lender's request for subordination of the County's lien. T F

**III. Loan Officer Certification & Testament:**

The preparer of this worksheet certifies and attests that all of the information provided is honest, accurate complete and true.

Prepared by: \_\_\_\_\_ Loan Officer Date: \_\_\_\_\_  
*Signature*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Brief Statement as to how this loan puts the borrower into a better financial situation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Requirements for Submitting Documentation**

- **Do not fax documentation.** Mail to the address below.
- Send **all** documentation at the same time. Requests **can not** be processed without all documentation.
- To **speed** processing you may include a prepared Subordination Agreement ready for signature.

**V. Documentation and Processing Fee**

1. **Signed** request from the homeowner requesting subordination and acknowledging the \$100 non-refundable processing fee (if approved).
2. Subordination **Worksheet** (this document).
3. **Appraisal** (first two pages) or CMA for the property (unless waived).
4. Projected **Settlement Statement** (Good Faith Estimate) for refinance.
5. **Loan Commitment** letter from lender stipulating rate and term of new loan.
6. Commitment for **Title Insurance** listing existing Deeds of Trust on property.
7. A non-refundable processing fee of **\$100** payable to **St. Louis County Treasurer**.

Forward check and the complete package to:

Dennis M. Kajszo  
Home Improvement Program  
4546 Lemay Ferry Road, St. Louis, MO. 63129

Due to the volume of requests, please allow **7** business days to receive your Subordination Agreement in the mail. \* Please tell us **where** you want the original Subordination Agreement mailed:

Name of Company: \_\_\_\_\_

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

Attention: \_\_\_\_\_

**\*For FED-EX, DHL and UPS requests, please forward self-addressed, pre-paid envelope.**