

Subordination Instructions

The HERO Program will facilitate requests to subordinate its assessment to a new deed of trust(s) as an accommodation to homebuyers and lenders. This solution is available at the time of sale only. The subordination transaction fee is \$350 payable at the close of escrow.

Subordination Conditions

The following conditions must be met to qualify for subordination:

1. New mortgage must be from an institutional lender (e.g., no hard money or private party).
2. Subordination must be required to facilitate the close of a sale transaction.

Subordination Processing

Step 1. To initiate the subordination process, please call HERO Property Advisors at [855-CAL-HERO](tel:855-CAL-HERO) and request subordination. Our Property Advisors will record your subordination reservation, send the Request for Subordination Worksheet, and answer any questions you may have.

Step 2. Complete the following documents and send to HERO Property Advisors via email or mail:

HPAsubordinations@heroprogram.com or HERO Program
15073 Avenue of Science, San Diego, CA 92128
Attn: HERO Property Advisors

- a.) Complete copy of lenders approval or commitment letter, including lender name and address and reflecting terms of financing
- b.) Copy of the Loan Application (1003)
- c.) Copy of Appraisal
- d.) Copy of Consumer Credit Report
- e.) Copy of Preliminary Title Report
- f.) Copy of Estimated HUD1 Settlement Statement
- g.) Credit Acknowledgement for HERO Subordination (Signed by the Buyer(s))

Step 3. Subordination Agreement will be prepared, signed by the Program, notarized and delivered to escrow.

Step 4. Borrowers sign Subordination Agreement in the presence of a notary; Program is notified that agreement is fully executed.

Step 5. At the close of escrow, Subordination Agreement is recorded against the property.

Credit Acknowledgment for HERO Subordination

To be signed by buyers of property. Email to HPAsubordinations@heroprogram.com or
mail to: HERO Program, 15073 Avenue of Science, San Diego, CA 92128, Attn: HERO Property Advisors.

Buyer: Owner 1	Full Name (First, Middle, Last)
Buyer: Owner 2	Full Name (First, Middle, Last)
Buyer: Owner 3	Full Name (First, Middle, Last)
Buyer: Owner 4	Full Name (First, Middle, Last)
Property Address	Street Address
	City State Zipcode

The HERO Program will facilitate requests to subordinate its assessment to a new deed of trust(s) as an accommodation to homebuyers and lenders.

In order to process a subordination request, the Program requires certain documents which are provided by escrow. **With your permission which is acknowledged by your signature(s) below, your Consumer Credit Report(s) will be provided to the Program.** This allows the Program to obtain necessary documents without making a secondary inquiry on your Consumer Credit Reports.

By signing, I/we understand and acknowledge that the HERO Program Administrator will receive, and maintain on file, consumer credit report(s) for each of the buyer(s) and/or trustees listed above.

Signatures

Buyer 1	Date	Buyer 2	Date
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Buyer 3	Date	Buyer 4	Date
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