



### Subordination Request Form

Department of Planning and Development  
200 3rd Street North  
Fargo, ND 58102  
Fax: 701-241-1526

This form is designed to provide the necessary information to process a request to subordinate a City of Fargo mortgage. Please complete the entire form as incomplete forms will be denied and additional information may be requested. Please send all information to the address listed above, by fax, or to [planning@cityoffargo.com](mailto:planning@cityoffargo.com). The City of Fargo is in sole discretion to agree to subordinate the mortgage. For questions, please call 701.241.1474.

#### Homeowner Information

Homeowner(s) Name \_\_\_\_\_  
Homeowner(s) Address \_\_\_\_\_  
Appraised Value <sup>1</sup> \_\_\_\_\_ Date of Appraisal \_\_\_\_\_  
City Assessed Value <sup>2</sup> \_\_\_\_\_

<sup>1</sup> Attach copy of appraisal if one is prepared  
<sup>2</sup> Available on [fargoparcels.com](http://fargoparcels.com)

#### Lender Information (To which City would subordinate)

Lending Institution \_\_\_\_\_  
Lender Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Lender Address \_\_\_\_\_ Fax \_\_\_\_\_

#### Reason for Request (check all that apply)

*A title report and fee summary (closing costs, fees, etc.) must be attached to this request.*

- Simple refinance** - to lower interest rate only (no debt consolidation or cash out)
- Borrow money** - to make *additional improvements* to the property

<u>Type of Improvement</u>	<u>Estimated Costs</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

- Borrow money** - to *consolidate/re-finance* non-housing related debt

<u>Description</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Other**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Fargo  
Subordination Request Form  
Financing Summary**

<b>Existing Mortgage</b>				
	Mortgage Holder	Loan Amount	Int Rate	Mthly Pmt
1st Mortgage	_____	\$ _____	_____	\$ _____
2nd Mortgage	_____	\$ _____	_____	\$ _____
3rd Mortgage	_____	\$ _____	_____	\$ _____
4th Mortgage	_____	\$ _____	_____	\$ _____
<b>Totals:</b>		\$ _____	_____	\$ _____

<b>Proposed Mortgage</b>				
	Mortgage Holder	Loan Amount	Int Rate	Mthly Pmt
1st Mortgage	_____	\$ _____	_____	\$ _____
2nd Mortgage	_____	\$ _____	_____	\$ _____
3rd Mortgage	_____	\$ _____	_____	\$ _____
4th Mortgage	_____	\$ _____	_____	\$ _____
<b>Totals:</b>		\$ _____	_____	\$ _____

<b>Terms of New Mortgage Loan</b>				
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Loan Amount \$ \_\_\_\_\_ Term (in yrs) \_\_\_\_\_  Variable  Fixed Int Rate \_\_\_\_\_

**Homeowners Statement**

I/we am/are the owner(s) of the above property, which is my/our principal residence. The information supplied above is true and accurate and the new loan funds will be used for the purpose stated herein. This Document is signed by the homeowner(s) or documentation is attached giving the City authorization to access homeowner(s) financial information.

<b>X</b> _____ SIGNATURE	_____ DATE
<b>X</b> _____ SIGNATURE	_____ DATE

**City of Fargo Recommendation**

The City of Fargo has reviewed and retained the necessary documents. Based on the information provided, the City's recommendation is as follows:

- Approved** - Request *meets* the City's subordination requirements.
- Denied** - Request *does not meet* the City's subordination requirements.
- Additional Information Required** \_\_\_\_\_

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Dan Mahli, Community Development  
 Administrator