***Today’s Date***

Mr. Garett Kamemoto

Interim Executive Director

547 Queen Street

Honolulu, Hawaii 96813

Dear Mr. Kamemoto,

Re: Request Subordination for ***(Project Name, Address, Unit Number)***

My name is ***(Owner******Name***) and I/we am/are the owner(s) of (***Project Name, Unit Number***) a Reserved Housing Unit with Reserved Housing Restrictions. I(We) would like to request the Hawaii Community Development Authority subordinate its position in order to refinance my/our original home loan.

I understand the HCDA will only approve requests to refinance my primary mortgage up to 95 percent of the original purchase price.

***Details of my original loan and my requested new loan are below:***

|  |  |  |
| --- | --- | --- |
| **Comparison Breakdown** | | |
|  | Original Loan | Refinanced Loan |
| **Lender** |  |  |
| **Loan Amount** | $ | $ |
| **Interest Rate** | % | % |
| **Term** | Years | Years |
| **Monthly Payment (With Taxes and Applicable Insurance)** | $ | $ |
| **Monthly Savings** | N/A | $ |

Thank you for your time and consideration in this request. Please let me know if you have any questions.

Sincerely,

***Signature***

Owner Name

Contact Information

ATTACHMENTS: (ALL MUST BE INCLUDED WITH REQUEST LETTER TO START PROCESS)

Preliminary Report

Unit Deed

Unilateral Declaration

Supporting Documents (If necessary to support request)