Today’s Date

Mr. Craig Nakamoto

Executive Director

547 Queen Street

Honolulu, Hawaii 96813

Dear Mr. Nakamoto,

Re: **FIRST MORTGAGE** Subordination Request for Project Name, Address, Unit Number

I/We, Owner Name(s), 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 Equity Sharing Payment in order to refinance my/our original home loan (First Mortgage).

I/We understand the HCDA will only approve requests to refinance my First Mortgage up to 95 percent of the original purchase price.

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

|  |  |  |
| --- | --- | --- |
| **Comparison Breakdown** | | |
|  | Original Loan | Refinanced Loan |
| **Lender** |  |  |
| **Loan Amount** | $ | $ |

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)

Unit Deed

Unilateral Declaration

Preliminary Report