

Please complete and print this form for processing.



NOTICE OF DEMAND REQUIREMENTS

Dear Lender:

City or Agency loans may be paid off under the following circumstances:

- 1. The property owner is selling their home within the term of the city/agency loan (or after if there is a balance due).
2. The property owner is refinancing with a "cash out" option or withdrawal of equity.
3. The property owner has lost his/her mortgage and the recapturing bank is clearing liens on the property.

Please provide the following information to further assist you in the subordination:

Table with columns for Applicant's Name(s), Previous Last Name, Property Address, Loan Information (City Loan 1, City Loan 2), Loan Amount, Loan Year, and Type of Loan (First Time Home Buyer Loan, Rehabilitation Loan).

Please acknowledge receipt of this notice with your signature and indicate below your financial institution acceptance of the provisions set forth in connection with Payoff Demands by the City of San Fernando or the San Fernando Redevelopment Agency. Please allow 5-10 business days for processing.

Sincerely,
Nora Corona Hernandez
Assistant Planner- Housing

Signature

Name/Title

Date

Lending Institution / Escrow Co.

Phone Number