

SUBORDINATION INSTRUCTION

- Prepare a document that provides the following information:
 - Name of owner(s)
 - Full address of property
 - Phone number to contact during business hours of 9:00 a.m. 5:00 p.m.
 - The bank's current mortgage and the amount the client is refinancing on the property
 - List of creditors involved with the property and the amounts of their liens.
 - List of the order of repayment for each creditor' lien

- HRA's Real Property Program will review the submission for completeness and forward to the HRA General Counsel's office for approval and notarized signature. If the submission is not complete or other issues are identified, Real Property Program staff will call the phone number listed above to provide detail on the issues identified.

- After the HRA General Counsel has signed the document, it will be returned to the Real Property Program for processing. The original document will be returned to the address given above via certified mail.

- Contact the Division of Liens and Recovery's Real Property Program at (212) 274-5892 if you have any questions concerning the Subordination process. When calling be sure to mention your call is in reference to a property subordination request. You can e-mail your questions to Liensrecovery@hra.nyc.gov.