

REFINANCE REQUEST

Please attach a copy of the loan commitment letter when submitting your completed form.

Type or print clearly, filling out all sections. Incomplete or illegible submissions will delay processing.

Affordable BPDA unit address: _____

Owner(s) name: _____

Owner(s) signature: _____ Date: _____

Loan amount: _____ Interest rate: _____% Term of mortgage: _____

Lending institution: _____

Contact person (i.e. loan officer, mortgage broker): _____

Address: _____

Phone: _____ E-mail: _____

Closing attorney: _____

* Do not leave this section blank. If closing attorney info is unavailable, please identify person (i.e. title company representative) to whom original documents are to be sent.

Firm name: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Additional Instructions

* You must attach a loan/mortgage commitment letter from the lender to the borrower. We cannot process a request without this document. Please do not attach a title commitment or title report.

* If the refinance will not pay off all other existing mortgages/liens, please attach a recent balance statement (within the past 90 days) or release for each mortgage/lien that will remain outstanding.

* Upon receipt of all necessary documentation, the BPDA will issue a Subordination Agreement and Certificate of Compliance/Maximum Resale Price within 7-10 business days (estimated.)

* Original documents will be sent out via regular U.S. mail to the closing attorney unless otherwise requested. Lenders requesting special delivery service must provide a prepaid mailing package.