

Subordination Guidelines and Form September 2025

For the Urban Redevelopment Authority of Pittsburgh (“URA”) to make an informed decision about whether it is willing to postpone its mortgage, judgment lien, or other encumbrance in favor of another lender, all borrowers must follow these Subordination Guidelines. If you wish to make a subordination request, please contact Donna Freeman, URA Housing Quality Control Analyst, at dfreeman@ura.org.

To ensure that you’re aware of home equity, mortgage refinancing, and debt equity loans, see **page 2** of this document titled “**Borrower Beware.**” You will need [Adobe Acrobat Reader](#), which can be downloaded online for free, to view and print these documents.

After you review the Borrower Beware information, if you wish to proceed, we will require the following information from your lending institution:

- Mortgage Subordination Request Form (**pages 3-5** of this document) signed by the borrower(s) and the Lender Mortgagee clause
- Closing Disclosure, or HUD 101 Settlement Sheet, or Good Faith Estimate
- First mortgage payoff letter
- Home improvement estimates
- Commitment letter from the lending institution confirming the loan terms
- Property report or an appraisal dated **within the last 60 days** of loan application. (Please note that the **total loan amounts cannot exceed the appraised value of the property.**)
- Proof of paid property taxes (The homeowner must not have any outstanding property taxes. Evidence of a payment plan for at least three months is acceptable.)
- Copy of Title Commitment, if available

As soon as all the required documentation is received and reviewed, the URA will inform you of our decision. If we agree to a subordination, the lender will be required to prepare the subordination agreement for review by the URA. If approved, the lender is required to record the subordination agreement. **At closing, the borrower will be responsible for paying a Processing Fee to the URA in the amount of \$200.00. The URA is not responsible for any recording fees associated with the subordination agreement.**

Please know that subordinations are done as a service to you, the borrower, and we are not obligated to do so if it will jeopardize our loan security.

BORROWER BEWARE

Get the facts on home equity, mortgage refinancing, and debt consolidation loans

Every day, more and more URA loan customers receive letters or phone calls from companies offering home equity loans, mortgage refinancing, and bill consolidation loans. Some of the offers seem too good to be true; with lower monthly payments, you can buy a new car, take a vacation, or put a swimming pool in the backyard.

The truth is **some of these offers can cost you thousands of dollars.**

Know the Facts:

Lenders make their money from fees and interest. They will sell you on lower monthly payments. You should ask these four questions:

1. What fees do you charge?
2. How much are the fees?
3. What is the interest rate?
4. How long will it take me to pay off the loan?

Lenders may ask the URA to subordinate your URA loan to their loan so that they would be paid first if you become unable to pay all your bills.

Generally, the URA will subordinate its loans if you are receiving a lower interest rate or shorter loan term.

However, the URA will not subordinate loans if the new loan is for:

**Purchase of a car, boat, truck
Bill consolidation loans
Education costs
Pay off credit card debt
Vacation
Personal items
Investments
Luxury items
Cash out**

The URA strives to protect its loan customers and the funds available to continue its programs.

Each request to the URA for subordination is reviewed on a case-by-case basis. The URA may request additional materials from you or the lender, as necessary to make an informed decision.

If requesting loan subordination, please complete the Mortgage Subordination Request Form on **pages 3-5** of this document and return to Donna Freeman, Housing Quality Control Analyst, at dfreeman@ura.org or by mail to: ATTN: Donna Freeman, Housing Support Department, Urban Redevelopment Authority of Pittsburgh, 412 Boulevard of the Allies, Suite 901, Pittsburgh, PA 15219.

If you have questions, please call: 412-255-6677.



MORTGAGE SUBORDINATION REQUEST FORM

BORROWER: _____

BORROWER'S EMAIL ADDRESS: _____

PROPERTY ADDRESS: _____

TYPE OF LOAN REQUESTED - PLEASE SELECT THOSE THAT APPLY:

REFINANCE: _____

(FIRST MORTGAGE REFINANCE ONLY FOR A LOWER INTEREST RATE)

ORIGINAL LENDER: _____

ORIGINAL 1ST MORTGAGE AMOUNT: _____

ORIGINAL 1ST MORTGAGE BALANCE: \$_____ INTEREST RATE: _____ %

TOTAL AMOUNT OF NEW LOAN: \$_____

NEW INTEREST RATE: _____ %

REFINANCE & HOME IMPROVEMENTS: _____

FIRST MORTGAGE BALANCE: \$_____ **INTEREST RATE:** _____ %

HOME IMPROVEMENT AMOUNT: \$_____

TOTAL AMOUNT OF NEW LOAN: \$_____ **INTEREST RATE**_____ %

***Note:** Contractor estimates and/or receipts must be provided. The URA reserves the right to inspect any and all home improvements made upon completion.

IMPROVEMENTS: Briefly describe work to be done and attach estimates.

LOAN CONSOLIDATION INFORMATION: _____

NAME: _____ BALANCE: \$ _____ RATE: _____ %

NAME: _____ BALANCE: \$ _____ RATE: _____ %

NAME: _____ BALANCE: \$ _____ RATE: _____ %

NAME: _____ BALANCE: \$ _____ RATE: _____ %

TOTAL \$ _____ RATE: _____ %

REASON FOR LOAN:

Please sign below and attest to the following statement:

I have completed the above-referenced information to the best of my knowledge and understand that there will be a processing fee in the amount of \$150.00 due at closing.

_____ Borrower	_____ Date
_____ Co-borrower	_____ Date
_____ Home Phone Number	_____ Cell Phone Number

Lender's Signature

Prepared by: _____

Title: _____

Lending Institution's Name: _____

Phone Number: _____

Email: _____

Date: _____

Please return this completed form via e-mail to dfreeman@ura.org or by mail to:

ATTN: Donna Freeman
Housing Support Department
Urban Redevelopment Authority of Pittsburgh
412 Boulevard of the Allies
Suite 901
Pittsburgh, PA 15219