CalHFA list of required documents for Subordinate Short Sale requests

- ☐ Combined Estimated HUD-1 or settlement statement
- ☐ 1st lienholders' recent mortgage statement or payoff statement
- ☐ Purchase offer signed by all parties
- ☐ Preliminary Title Report
- ☐ Appraisal or BPO document that the 1st lienholder is using to determine the value of the property
- ☐ Hardship Letter
- ☐ Signed borrower's authorization to release information when available, please provide a copy of the 1st mortgage short sale approval letter (In addition, we will require FHA HUD form 90045-Approval to Participate, if the 1st mortgage is an FHA loan)

Please send the completed package either by:

- **Email:** subloans@calhfa.ca.gov (10 mb limit)
- **Fax:** 916.326.6420

If you have any questions concerning the above required documents, please contact the CalHFA Loan Administration office at 800.669.1079.

Sincerely,

Loan Administration

CalHFA California Housing Finance Agency

3rd Party Authorization

Date:

Please consider this your letter of authorization to give the following person(s) information regarding the status of my account:

Current Loan Number:	
Name(s):	
Company:	
Address:	
Relationship:	
Telephone Number:	
Fax Number:	
Email Address:	

BORROWER SIGNATURE

CO-BORROWER SIGNATURE

PROPERTY ADDRESS

Please send this authorization to CalHFA, Loan Administration, either by:

- **Email:** subloans@calhfa.ca.gov (10 mb limit)
- **Fax:** 916.326.6420

If you have any questions concerning the above, please contact the CalHFA Loan Administration office at 800.669.1079.

CalHFA California Housing Finance Agency

Change of Mailing Address and/or Telephone Number Form

Date:

Loan Number(s):_____

Please consider this your letter of authorization to change the mailing address for my (our) account to:

Name(s):_____

Street:_____

City:_____

State:_____ Zip: _____

Phone Number(s):

Home:_____

Cell:_____

Work:_____

Reason for the change:

_____ _____

BORROWER SIGNATURE **CO-BORROWER SIGNATURE**

Please send this authorization to CalHFA, Loan Administration, either by:

- **Email:** subloans@calhfa.ca.gov (10 mb limit)
- **Fax:** 916.326.6420

If you have any questions concerning the above, please contact the CalHFA Loan Administration office at 800.669.1079.

Privacy Notice on Collection:

Your personal information is requested by Loan Administration, California Housing Finance Agency ("CalHFA"). The authority which authorizes the collection of your personal information by CalHFA is the Information Practices Act of 1977 ("IPA") (California Civil Code Sections 1798-1798.78). Personal information collected by CalHFA is subject to the limitations in the IPA and state policy. The principal purpose for which this information is used is for servicing your loan. The only known or foreseeable disclosures which may be made of this information is to CalHFA employees who service your loan or respond to your inquiries, credit reporting agencies, and contractors and service providers who have a legitimate business purpose for the information. When contacting CalHFA, you should not provide personal information that is not requested. Submission of your information for the purposes of servicing your loan is mandatory. The consequences of not providing all of the requested information is that your CalHFA loan file may be incomplete, and CalHFA will be unable to effectively service your loan. You have the right to access records containing your personal information maintained by CalHFA by contacting Loan Administration, 500 Capitol Mall, Ste. 1400 (MS 955), Sacramento, CA 95814, (800) 669-1079, servicing@calhfa.ca.gov. Please refer to the CalHFA Information Practices Act Policy and the CalHFA Privacy and Information Safeguarding Policy for more information. You may access these policies on our website, or call (916) 326-8475 to have a free copy sent to you.