

SUBORDINATION TO THE GOVERNMENT

INSTRUCTIONS FOR PREPARATION

Purpose: This form is used to obtain a subordination of security from other lienholders. The agency completes it and the lienholders or their representative signs it, in order for the agency to obtain a security interest in the property the applicant is offering as security.	
Handbook Reference: 3-FLP	Number of Copies: Original and one
Signatures Required: Original signed by Lienholders Representative	
Distribution of Copies: Original signed and retained in case file. Copy to lienholder.	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A) N/A	

Items 1-12 completed by FSA

Fld Name / Item No.	Instruction
1 Name of Lienholder	Enter the name of lending institution or the lienholder.
2 Executed by	Enter the name of the borrower which has executed instruments held by the lienholder in Item 1.
3 Name of County	Enter the name of County where instrument being subordinated is recorded.
4 Name of State	Enter the name of State where instrument being subordinated is recorded.
5 Instrument Title	Enter the type of Instrument being subordinated.
6 Instrument Date	Enter the date the instrument being subordinated was signed.
7 Date Filed	Enter the date the instrument being subordinated was filed.
8 Office Filed	Enter the name of the office where the lien or security instrument being subordinated is filed.
9 Document File No.	Enter the Document File Number for the document being subordinated.

Fld Name / Item No.	Instruction
10 Amount of Loan	Enter the dollar amount of the loan being made to the Borrower.
11 Loan Purpose	Enter the purpose for the loan being made.
12 Lien	Enter the description of the property, in which liens and security interests are being subordinated in favor of the government and the government will perfect a lien.

Items 13 through 16 completed by Lienholder's Representative

13 Date Agreement Executed	Enter the date the Subordination Agreement is signed.
14 Name of Lienholder's Representative	Enter the name of the lienholder's Representative signing the document.
15 Title	Enter the title of the person signing the document.
16 Signature of Lienholder's Representative	Enter the signature of the lienholder's representative.
17 Acknowledgement	<p>FILING/RECORDING OPTIONAL: Some states require this form be notarized to be recorded or filed of public record. The Agency has no requirement that this document be either recorded or filed of public record; however, should the parties involved wish to file the document, a notary statement can be added in the Acknowledgement section of this document.</p>