

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 20061364

October 9, 2006

**1. ACTION REQUESTED/PURPOSE:** Authorize Board to designate the Director of the Department of Human Services to sign Subordination Agreements as "Representative" for the Lee County Board of County Commissioners on all Subordination Agreements approved in accordance with Department Standards and Policies (attached).

**2. WHAT ACTION ACCOMPLISHES:** Allows timely approval and recordation of approved Subordination Agreements.

**3. MANAGEMENT RECOMMENDATION:** Approve.

**4. Departmental Category:** 05 **C5C** **5. Meeting Date:** OCT 24 2006

<b>6. Agenda:</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	<b>7. Requirement/Purpose: (specify)</b>		<b>8. Request Initiated:</b>
	Statute		Commissioner
	Ordinance		Department Human Services
	Admin. Code		Division
	<input checked="" type="checkbox"/> Other		By: Karen B. Hawes, Director <i>[Signature]</i> 10/2/06

**9. Background:**

Lee County Department of Human Services' housing programs utilize second (or third, as necessary), mortgages to secure the funding which helps to ensure the provision of affordable housing in the County. At such a time that the owner of record requests a subordination agreement as a result of a refinancing of the primary (first) mortgage, the mechanics of the refinance are examined by the Department to ensure that the County's investment is still properly secured. If the Department approves the subordination agreement, an instrument conveying such agreement must be signed and recorded. In the interest of time, the Department Director is requesting authorization to sign this document.

Attachment: Lee County Department of Human Services Subordination Requirements

**10. Review for Scheduling:**

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services			County Manager/P.W. Director
<i>[Signature]</i>	N/A	N/A		<i>[Signature]</i>	Analyst	Risk	Grants	Mgr.
				<i>[Signature]</i>	RK 10/11	10/10/06	10/11/06	10/11/06

**11. Commission Action:**  
 Approved  
 Deferred  
 Denied  
 Other

REC'D by CO. ATTY. 10/10/06 1:00pm  
 CO. ATTY. FORWARDED TO: *[Signature]* 10/10/06

RECEIVED BY COUNTY ADMIN: 10/10/06 4:55 PM  
 COUNTY ADMIN FORWARDED TO: *[Signature]* 10-11-06  
 9:25 AM

Lee County Department of Human Services

Subordination Requirements

Subordination requests will be reviewed on a case-by-case basis. If the borrower is obtaining a rate reduction refinance with no cash out (including no debt consolidation), then the lender may submit the following documentation to Lee County Department of Human Services for review:

- 1) Letter requesting the subordination. The letter must include a comparison of the existing mortgage and the new proposed mortgage (mortgage amount, interest rate, PITI) and also indicate no cash out to borrower.
- 2) Copy good faith estimate.
- 3) Copy appraisal (first two pages).

Please mail or fax these items to the attention of the Director or Deputy Director at Lee County Department of Human Services, 2440 Thompson Street, Fort Myers, FL 33901 (fax 239-533-7960; phone 239-533-7930).

If Lee County approves the subordination request, you will need to forward the subordination agreement to our office for execution. After execution, the subordination agreement will be returned to the lender or title company for recording.

Thank you.

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