

**REQUEST FOR SUBORDINATE LIEN  
TO CITY OF PALM COAST**

I, \_\_\_\_\_, residing at \_\_\_\_\_

\_\_\_\_\_, said property having a subordinate lien in the name of the City of Palm Coast, do hereby request a new subordinate lien with the City of Palm Coast for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information, in the form of the below listed attachments, as requested, is included for your consideration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachments:**

- License of lending company/institution.
- Authorization for Release of Information form.
- Supporting documentation as to the validity of the reason for request.
- Lender's Good Faith Estimate.
- Complete terms and conditions of the existing loan and the new loan.
- Documentation regarding payment of taxes and insurance and their status.
- Copy of appraisal or property valuation information with method of determining same.
- Documentation of emergency needs arising from a natural disaster.
- Documentation that emergency housing repairs are required which eliminate a threat to the health or safety of the occupants or that eliminate an immediate or imminent danger to the dwelling itself.