



SERVING COLORADO | KANSAS | NEBRASKA | OKLAHOMA

**Affordable Housing Program (AHP) / Homeownership Set-aside Program (HSP)**

**Request for Repayment Quote and/or Release of Real Estate Retention Agreement or Request for Subordination Agreement**

Complete each section as instructed. See [Requesting a Repayment Quote, Release, or Subordination of an HSP/AHP Owner-occupied Subsidy \(Instructions\)](#) on FHLBank's website.

<b>SECTION A</b>			
Requesting Entity Name:			
Entity Contact Name:			
Contact Phone Number:		Email or Fax:	
Borrower's Full Name(s):			
Property Address:			
City:	State:	ZIP:	
Reason for Request:			
Closing Date for Sale/Transfer/Assignment/Refinance of Property:			
Original Closing Date of AHP/HSP Grant:		Grant Amount:	
Preferred method to receive correspondence/documents:			
Mail Release to:	Name:		
	Address:		
	City:	State:	ZIP Code:

**Complete Section B.**

<b>SECTION B</b>
Is the time between the original closing date of the AHP/HSP grant at least 60 months from the closing date of the sale/transfer/refinance of the property?
<i>If yes, skip Sections C and D and complete the <a href="#">"Satisfaction/Release of Mortgage/Real Estate Retention Agreement."</a></i>
<i>If no, complete Section C.</i>

Homeowner Name:

**Complete Section C.**

**SECTION C**

Did the purchaser, transferee, or assignee provide documentation of their household income?

*If yes, submit household income documentation with this form. See Instructions for documentation requirements. If no or N/A, continue to next question.*

What is the sales price of the property? \_\_\_\_\_ The property has \_\_\_\_\_ units.

**Complete Section D.**

**SECTION D**

Has the property been foreclosed, has the title been transferred by deed-in-lieu of foreclosure, or an FHFA first mortgage being assigned to HUD?

*If yes, submit the documentation of foreclosure, deed-in-lieu, or assignment of FHA 1<sup>st</sup> mortgage to HUD. See Instructions for documentation requirements. If no or N/A, continue to next question.*

Is the property being sold or transferred due to the death of the homeowner?

*If yes, submit a copy of the death certificate or obituary. See Instructions for documentation requirements. If no or N/A, continue to next question.*

If repayment is being requested as a result of a refinance, FHLBank is willing to subordinate. Would the lender allow FHLBank to subordinate?

*If yes, complete the [Subordination Agreement](#). See Instructions for additional information. If no or N/A, continue to next question.*

Has the homeowner made any capital improvements to the property?

*If yes, provide invoices, receipts, etc. to support the cost of the capital improvements and Sale/Transfer/Assignment documentation. See Instructions for definition of Capital Improvements and Sale/Transfer/Assignment documentation requirements. Provide a description of the improvements in the space provided below:*

*If no, submit only Sale/Transfer/Assignment documentation. See Instructions for Sale/Transfer/Assignment documentation.*

**Submit the draft or final Closing Disclosure for the sale/transfer/assignment or refinance of the property (if applicable) with this request.**

**Complete the [Satisfaction/Release of Mortgage/Real Estate Retention Agreement](#) or the [Subordination Agreement](#), as applicable. Submit with the required documentation according to the Instructions.**

Email Request through secure email (ProofPoint) to:  
[Housingpayoffrelease@fhlbtopeka.com](mailto:Housingpayoffrelease@fhlbtopeka.com)

If sent via regular mail:  
FHLBank Topeka  
Attn: Housing and Community Development  
P.O. Box 176  
Topeka, KS 66601-0176

**Satisfaction/Release of Mortgage/Real Estate Retention Agreement**

IN CONSIDERATION of the payment of the debt named therein, I or we hereby release the mortgage/real estate retention agreement in the amount of:

\_\_\_\_\_ ( \_\_\_\_\_ )  
Grant Amount Grant Amount

\_\_\_\_\_ Name(s) Marital Status

executed on \_\_\_\_\_ to Federal Home Loan Bank of Topeka, the following  
Date

described property, to-wit:

[Empty rectangular box for property description]

Legal Description

(Which has the address of: \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City State ZIP Code

Recorded on: \_\_\_\_\_ in \_\_\_\_\_ at \_\_\_\_\_  
Date Book, Volume, Instrument, Reception Number Page(s)

FEDERAL HOME LOAN BANK OF TOPEKA

BY: \_\_\_\_\_  
Signature Date

\_\_\_\_\_,  
Name

\_\_\_\_\_  
Title

STATE OF: KANSAS

COUNTY OF: SHAWNEE

The foregoing instrument was acknowledged before me on \_\_\_\_\_  
Date

By \_\_\_\_\_,  
Name

\_\_\_\_\_,  
Title

for Federal Home Loan Bank of Topeka.

\_\_\_\_\_  
Signature (Notary Public)

\_\_\_\_\_  
Typed or Printed Name

My appointment expires: \_\_\_\_\_

**Subordination Agreement**

THIS AGREEMENT made and entered into this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, By Federal Home Loan Bank of Topeka.

WHEREAS, Federal Home Loan Bank of Topeka before extended credit to

\_\_\_\_\_  
Borrower(s)  
and has taken and received a mortgage in the sum of \$ \_\_\_\_\_ dated \_\_\_\_\_,  
Grant Amount Date of Mortgage/Retention Agreement  
on the following described real estate:

Legal Description

which mortgage is filed of record on \_\_\_\_\_ in \_\_\_\_\_  
Date

\_\_\_\_\_ at \_\_\_\_\_  
Book, Volume, Reception #, Instrument # Page

in the office of the \_\_\_\_\_ County Register of Deeds.  
County Name

WHEREAS, \_\_\_\_\_ is  
Lender

willing to extend further credit to the above-named debtor, and Federal Home Loan Bank of Topeka executes this Subordination Agreement for that purpose.

NOW THEREFORE, in consideration of the premises of other valuable considerations, the receipt and sufficiency of which is hereby acknowledged that Federal Home Loan Bank of Topeka does hereby agree and consent that its real estate mortgage, above-referenced, upon the above-described real estate is and shall continue to be subject and subordinate in priority, claim, and interest to the rights claims and lien of

\_\_\_\_\_, mortgage dated \_\_\_\_\_  
Lender Mortgage Date

in the sum of \_\_\_\_\_ filed in, \_\_\_\_\_, at  
Mortgage Amount Book, Volume, Reception #, Instrument #

\_\_\_\_\_, in the office of the \_\_\_\_\_, County Register  
Page County Name

of Deeds shall be considered a first mortgage on the above-described real estate, and Federal Home Loan Bank of Topeka's shall be considered a second mortgage on said real estate.

IN WITNESS WHEREOF, this agreement has been duly executed by the parties hereto.

FEDERAL HOME LOAN BANK OF TOPEKA

BY: \_\_\_\_\_

Signature

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Title

STATE OF: KANSAS

COUNTY OF: SHAWNEE

The foregoing instrument was acknowledged before me on \_\_\_\_\_

Date

By \_\_\_\_\_

Name

\_\_\_\_\_, for

Title

Federal Home Loan Bank of Topeka.

\_\_\_\_\_  
Signature (Notary Public)

\_\_\_\_\_  
Typed or Printed Name

My appointment expires: \_\_\_\_\_