

Subordination Request Form

TruWest® Credit Union will consider requests for Subordination on Home Equity Loans (including Equity Lines of Credit) after a thorough review. TruWest Credit Union will not be responsible for any additional expenses or fees due to the processing of the subordination requests.

The review of your request may result in a stipulation which requires a modification of loan terms or a refusal to subordinate.

Please send all required documentation, **completed** Subordination Request Form and payment, to:

TruWest Credit Union
Attention: Mortgage Servicing
1667 N Priest Dr
Tempe, AZ 85281

Required Documentation Checklist

- Copy of Borrower's Authorization to Release Information
- Non-refundable **\$200** subordination fee
- Copy of appraisal report for subject property (i.e Appraisal, AVM, or AUS)
- Subordination Agreement that has been prepared by an attorney or a title company
- Copy of preliminary title report (Section B1 - reflects vesting, legal description and recorded lien(s))
- Copy of the note or statement reflecting first mortgage being paid off
- Uniform Residential Loan Application (1003)
- Uniform Underwriting Approval or Transmittal Summary (1008)
- Closing Disclosure, Loan Estimate, **OR** Settlement Statement Summary (signed by member/customer)
- Prepaid postage envelope or label (FedEx, UPS, USPS pre-paid label)

Borrower First Name:	MI	Last	Suffix	TruWest Account Number
Subject Property Address		City		State
Appraised Value		\$ Cashed Out	Reason for Cash Out	
Purpose of Subordination (Refinance, Rate Reduction, Term Reduction, etc.)			Closing Date (MM/DD/YY)	
Requestors Full and Exact Name		Phone Number	Fax Number	Email Address
Requestors Mailing Address		City		State
				Zip Code

- After all required documentation is received, please allow **7 to 10 business days** for processing.
- Incomplete Subordination packages will be returned to the sender.
- Combined loan to value with new first lien and TruWest second lien balance or limit cannot exceed:
 - 90% of new appraised amount for AZ.
 - 80% of new appraised amount for TX.
- Cash out refinances require additional due diligence. Review could exceed normal 7 to 10 days for processing.
- Subject property must be owner occupied.
- To inquire about the status of your request, please email subordination@truwest.org OR call (602) 629-1890.

TruWest Credit Union reserves the right to request additional documentation, including but not limited to a line reduction agreement. Failure to provide TruWest with the requested information will result in a decline of the subordination request.