

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.

<p>Please send all required documentation, completed Subordination Request Form and payment, to:</p>	<p>TruWest Credit Union Attention: Mortgage Servicing 1667 N Priest Dr Tempe, AZ</p>
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Required Documentation Checklist

- Copy of Borrower's Authorization to Release Information
- Non-refundable \$200 subordination fee (\$50 redraw 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 *BI* - 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	Zip Code
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% or less for a rate/term refinance
 - 80% or less for a cash out refinance
 - In Texas, the max is 80% regardless of the transaction type
- 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.

This document may contain confidential and/or proprietary information and may not be disclosed to anyone other than TruWest Credit Union employees and contractors. Any other disclosure is strictly prohibited by law.