



Requirements for Subordination Request

Subordination Fee is \$150.

1. Fill out form completely; all sections of the form are required. You may enter the information digitally and print out the form.
2. Send your completed form with required documents to:

**Quincy Credit Union
100 Quincy Ave.
Quincy, MA 02169**

3. Required document checklist:

- Subordination Fee: **\$150**
- Copy of new Appraisal dated < 120 days (FULL)
- Completed 1003 Loan Application (Final Application)
- DU Underwriting Findings or 1008 Underwriting Transmittal
- Copy of the Customer signed Commitment Letter or a Customer signed Closing Disclosure or a Customer signed Loan Estimate
- Preliminary Title Report, Section B1 (Must show Vesting, Legal Description & Recorded Lien(s))
- Exact name and address of mortgagee we are subordinating to
- FedEx or UPS label and/or name and address of where to send original
- Contact of info of requester

We will consider subordinating up to a total combined LTV of 80% of the appraised value.

For any questions, please feel free to contact:

mortgagedepartment@qcu.org

Phone # 617-479-5558 Ext. 122, 126, or 162

Fax # 617-479-1209; Attn: Mortgage Dept. Subordination Request





Information Required for Subordinations:

New Lender:

Requested by (Not Member):

Requestor Phone Number:

Requestor Email Address:

Requestor Fax Number:

Member Name:

HELOC/HE Loan Account #:

Collateral Street Address:

City: State: ZIP Code:

Required Documentation for Subordinations:

- Subordination Fee: \$150
- Copy of new Appraisal dated < 120 days (FULL)
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- Copy of the Customer signed Commitment Letter or a Customer signed Closing Disclosure or a Customer signed Loan Estimate
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New Mortgage Amount: Appraisal Value: \$

Where should we mail the originals? (No overnight delivery to P.O. Box)

Company: Attn:

Address:

City: State: ZIP:

Requestor's overnight account number for overnight delivery:

FedEX #:

What type of first mortgage transaction?	Fixed or ARM?	If ARM, what type?
<input type="checkbox"/> Cash Out Refinance	<input type="checkbox"/> Fixed	<input type="text"/>
<input type="checkbox"/> Streamline Refinance (no cash-out)	<input type="checkbox"/> ARM	

Does the equity line need to be decreased? Yes No

If yes, what is the new credit limit?

Member's signature below agreeing to DECREASE the line of credit as indicated above

MEMBER SIGNATURE: _____