

# Subordination Request Form



Please use this form to request a subordination agreement on a Home Equity Loan.

## To speed the processing of your application, please follow these steps:

1. Complete the Subordination Request Form in its entirety. Incomplete or unsigned applications will delay processing of your request. Part one (1) is to be completed by the lender. Part two (2) is to be completed by the borrower.
2. A \$150 non-refundable subordination processing fee is required.
3. Include a copy of the completed appraisal, Underwriting Transmitted Summary (form 1008), Uniform Residential Loan Application (form 1003), and Preliminary Title Report dated within the last 45 days (The report must list complete Mortgage/Deed of Trust information, including the lender's names, loan amount, and recording information).
4. Send your completed Subordination Request Form along with the required documentation to DCU in one of the following ways:
  - a. Email your form to [subordinations@dcu.org](mailto:subordinations@dcu.org)
  - b. Bring the form to your nearest DCU branch
  - c. Fax to **866.774.5442**
  - d. Mail your completed form to:

**Digital Federal Credit Union**  
Attn: Mortgage Department  
853 Donald Lynch Boulevard  
PO Box 9130  
Marlborough, MA 01752-9130

## What you can expect

Once you've submitted your completed forms:

1. Allow a minimum of 30 business days for the SUBORDINATION AGREEMENT to be drawn up and sent out.
2. Upon receipt of your Home Equity Subordination Request, your Home Equity Line of Credit will be frozen through the completion of the Subordination approval process.
3. SUBORDINATION AGREEMENTS will be sent by regular mail unless we are provided with a Federal Express Number.

## Read the following carefully before proceeding with your request.

Subordination: Any member with an existing Home Equity Loan, who refinances their First Mortgage with either DCU or another institution and wishes to keep the Home Equity Loan open, must request that their Home Equity Loan be subordinated to the new First Mortgage.

If the recording information (Book, Page, Document, or Instrument #) are not known, DCU will leave them blank on the SUBORDINATION AGREEMENT for the closing agent/ attorney to fill in prior to recording the new first mortgage and subordination agreement.

Provide all pages of property appraisal. The Appraisal cannot be more than 120 days old from the date of the subordination request.

In some cases due to Combined Loan to Value (CLTV), DCU will require that limits or balances on Home Equity Loans be reduced for the subordination to be granted. Other LTV restrictions may apply (example: declining market value).

Due to privacy regulations, any request for copies of loan documents (notes, deeds of trust, etc.) must be accompanied by a copy of a signed written authorization from the member whose documents are being requested.

DCU uses its own SUBORDINATION AGREEMENT which is acceptable in most States.

# Subordination Request Form



Please review the entire application and complete each applicable section. Incomplete, illegible, or unsigned applications will result in delays.

## PART 1 – To be completed by lender.

Contact Person for Subordination: \_\_\_\_\_ Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Borrower or Co-borrowers Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Date of the Request for Subordination: \_\_\_\_\_ Anticipated Closing Date: \_\_\_\_\_

FedEx Number (if using): \_\_\_\_\_

**Guidelines:** For Primary residences, the CLTV shall not exceed 80%, for loans that qualify with DCU's credit score criteria. Further CLTV restrictions may apply for Second Homes or Investment Properties. Loans with lower scores may require a further reduction in the maximum CLTV. If CLTV exceeds DCU's underwriting criteria, the borrower must reduce the line of credit and/or loan balance. Digital Federal Credit Union will provide a Reduction Form to be signed by the Borrower(s) and returned to Digital Federal Credit Union along with this form, stating the Borrower(s) are aware that their line of credit is being reduced.

In consideration of the execution of a Subordination Agreement by Digital Federal Credit Union, in accordance with their specific guidelines, please provide the following information:

Borrower(s) Name as Indicated on the Home Equity Loan: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County Property is Registered in: \_\_\_\_\_

DCU Home Equity Book Number: \_\_\_\_\_ Page Number: \_\_\_\_\_ (or Instrument/Document Number): \_\_\_\_\_

New 1<sup>st</sup> Mortgage Amount: \$ \_\_\_\_\_ Subordination Loan Amount: \$ \_\_\_\_\_

Date Home Equity Was Opened: \_\_\_\_\_ New Combined Loan to Value: % \_\_\_\_\_

Appraisal Value: \$ \_\_\_\_\_ Dated: \_\_\_\_\_

**Please note:** a full approval is required and should be submitted with the subordination request.

Name of the Financial Institution Refinancing Mortgage that is to Appear on Subordination:

Where is Subordination to be Sent to, and to Whose Attention:

# Subordination Request Form



I have provided the above information to Digital Federal Credit Union in order to induce them to execute a Subordination Agreement and expect Digital Federal Credit Union to rely on the accuracy of such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PART 2 – To be completed by borrower.

I authorize DCU to withdraw the non-refundable \$150 subordination request processing fee from my DCU Account:

Member Number: \_\_\_\_\_ Share Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date