



BANKING – THE DCU WAY

Digital Federal Credit Union • 220 Donald Lynch Blvd.
PO Box 9130 • Marlborough, MA 01752-9130

508.263.6700 • 800.328.8797 • dcu.org • dcu@dcu.org

Solar System Subordination Request Form Checklist

Please use this form to request a subordination agreement on a Solar 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. Please be sure to include an Anticipated closing date. We cannot process the subordination if this is listed as “ASAP” or “TBD.”
2. Send your completed Subordination Request Form to DCU in one of the following ways:
 - Email your form to dcu-solar@dcu.org
 - Fax your form to 855-860-3244 or,
 - Mail your completed form to **Digital Federal Credit Union, Attn: CLD/ Solar lending, 220 Donald Lynch Boulevard. PO Box 9130, Marlborough, MA 01752**

What you can expect

Once you have submitted your completed forms...

1. Allow a minimum of 30 business days for the SUBORDINATION AGREEMENT to be drawn up and sent out.
2. SUBORDINATION AGREEMENT will be sent via FedEx please provide a Federal Express Number or shipping label.

Read the following carefully before proceeding with your request.

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

The Credit union uses its own SUBORDINATION AGREEMENT which is acceptable in most states.



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SOLAR SYSTEM SUBORDINATION REQUEST FORM

Please Print

To be completed by the lender.

Contact person for subordination: _____ Company name: _____

Telephone # (____) _____ Fax # (____) _____

Borrower or Co-Borrowers Name: _____

Member # _____ Federal Express Number _____

Date of the request for subordination _____ Anticipated closing date: _____

Borrowers name as indicated on loan: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

County Property is registered in _____

Amount of Mortgage \$ _____

Name of the institution refinancing mortgage that is to appear on subordination:

Where is subordination to be sent to, and to whose attention:

I have provided the above information to the 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.

Please sign _____

(Lender's signature)