

Subordination Requirements and Document Checklist

Borrower Name _____ Loan Number: _____
Co-Borrower Name _____ Today's Date: _____
Name of Third Party (if applicable) _____ Phone Number: _____
Address/Email of Third Party _____
Original Loan Balance \$ _____ Fax Number: _____
Outstanding Principal Balance: \$ _____ Interest Rate: _____

Once we are in receipt of this form and the following documents, your request will be processed and forwarded to our Underwriters for review. Should we receive an incomplete package, we will return it to you for completion. Once the complete package with \$200.00 Processing Fee has been received by us, it will take approximately 15 business days for the review. **You must mail the completed package to:**

Grow Financial Federal Credit Union, Subordination Department

425 Phillips Boulevard

Ewing, NJ 08618

Subordination Agreement is to be prepared by the Attorney or Title Agent who is handling the transaction. Provide the preparer's information below:

Name: _____ Phone Number: _____

Address: _____

Subordination Agreement should read how the mortgage is held on Title by Lender

Provide the Fannie Mae or Freddie Mac ID Numbers of your loan at the time of origination if the refinance is for HARP (Home Affordable Refinance Program). _____

Provide a copy of the Modification Agreement with Underwriter, Loss Mitigation or Workout Department approval, if the subordination request is for an In-House Modification or HAMP (Home Affordable Modification Program). Provide the Fannie Mae or Freddie Mac ID Numbers of your loan at the time of origination. _____

Form 1008 or Desktop Underwriting (DU) Decision

Form 1003 - Loan Application

Signed Borrower(s) Authorization

Payoff Statement for the First Lien

Good Faith Estimate

Truth-in-Lending Statement

Credit Report provided by the New Lender and dated within 90 days of submission

Title Commitment dated within 60 days of submission

Current Appraisal with documents provided (*Valuation accepted only if a true HARP loan*)

Date of Appraisal: _____ Value: \$ _____

HARP Documents with Fannie Mae or Freddie Mac ID Number (*if applicable*)

Non-refundable \$200.00 Processing Fee must be included. (*No Exceptions*)

Return envelope with pre-paid overnight label

We will advise you if additional documents are required. Exceptions to any of the requirements must be submitted in writing.

Requestor(s) Signature(s): _____