



Subordination Request

Requirements

Date: _____
Fax: _____
To: _____
Attn: _____

In order to process your request, please provide the following documentation:

- Loan application 1003
- Appraisal or DU/LP findings showing PIW issued
- Title Report
- 1008 Transmittal Summary for new first mortgage
- Underwriter approval
- Letter of Request to Subordinate from member
- Borrower's authorization
- Name, address, and phone number of escrow company, and name of escrow closer
- \$245 subordination fee (required prior to processing subordination request)
- New lender name -- how you would like it to appear on the Subordination Agreement

Return required documentation to:

Real Estate Department
Sound Credit Union
1331 Broadway Plaza
Tacoma, WA 98402

Approved subordination agreements will be prepared by Sound Credit Union and mailed to the escrow company to be signed at closing and filed with the Deed of Trust. Turnaround time is 5-7 business days.

If you have any questions, please contact the Real Estate Department at 253.383.2016 ext. 2665 or toll free at 800.562.8130 ext. 2665.