



SUBORDINATION REQUEST FORM

Please allow approximately 10 working days for your request to be processed. Send **this cover sheet** along with all of the following applicable documents and fees:

1. \$75.00 document fee, **payable to Bray|Knically Law PLLC**, Attorney at Law for preparation of subordination agreement. The check will be returned if the subordination is not approved. PLEASE NOTE: You may be billed for an additional \$75.00 fee if a substitution of Trustee is required.
2. A **postage paid** return envelope.
3. Completed copy of the new Residential Loan Application.
4. Either a copy of the FNMA Transmittal Summary or loan approval sheet, or a copy of the loan commitment letter.
5. Copy of the first two pages of a signed current appraisal or the documentation used to derive the value of the home. If a PIW then DU findings are acceptable for value.
6. Complete the information listed below.

Member Name: _____

Member Account Number: _____

Is the new loan a VA or FHA Streamline: _____ Yes _____ No

Your New Loan Amount \$ _____

Name of new first mortgage company as it will appear on the subordination agreement:

Your Name: _____ Phone Number: _____

Your email address: _____

Lender's Mailing Information for Subordination Form:

Company: _____ Attention: _____

Address: _____

City, State, Zip Code _____