

Subordination Agreement Request Form



Requests are subject to approval and are evaluated on a case-by-case basis. Additional information may be required for final approval. Please allow two to three business days to process your request. The original subordination request will be overnighted to the closing agent directly.

In order to process your request, please submit this form by fax or email along with the required documentation. There is a **\$100 non-refundable processing fee** for each subordination request. The fee may be paid by a transfer from the borrower's Delta Community Credit Union account or by check. The borrower's written consent is required to authorize the transfer. The check must be made out to Delta Community Credit Union and sent via next day courier to:

Delta Community Credit Union
Attn: Subordination Department
315 Hwy 74 North
Peachtree City, GA 30269

Required Documents:

- Completed loan application (Fannie Mae Form 1003)
- First two pages of the appraisal (unless the loan is a FHA/VA Streamline or Conventional Streamline Loan).
- Income documentation for all borrowers.
 - o Wage earners: **two** recent pay stubs and two recent W-2 forms. If you are self-employed please submit all pages of tax returns with all schedules (unless the loan is a FHA/VA Streamline or Conventional Streamline Loan).
- Copy of completed title search and commitment
- Cash-out refinance only: please provide the purpose of the cash out and if controlled payoffs are required

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| Borrower Name: | |
| Account Name: | |

| First Lien Contact Information | |
|------------------------------------|--|
| Name: | |
| Address: | |
| | |
| | |
| Contact Info: | |
| Overnight Shipping Account Number: | |

| Closing Agent Contact Information | |
|-----------------------------------|--|
| Name: | |
| Address: | |
| | |
| | |
| Contact Info: | |
| Estimated Closing Date: | |

Please send your request to Steven Sharp at Subordinations@DeltaCommunityCU.com
Phone: 404.677.8647, Fax: 770.632.8829