



SUBORDINATION REQUEST

No Faxes will be Accepted – Please provide all Documents via mail to: **University Credit Union
4 Community Drive
Saco, ME 04072**

REQUESTOR INFORMATION:

Date Requested: _____
Requestor: _____
Telephone/Fax Number: _____

MEMBER INFORMATION:

Member Name(s): _____
Property Address: _____

Due to heavy volume, the turn around time may be up to 7-10 business days to prepare the Subordination Agreement once ALL documents and the \$200.00 fee has been received.

PLEASE PROVIDE THE FOLLOWING REQUIRED DOCUMENTATION:

- Copy of the signed Borrower’s Authorization
- Copy of the COMPLETE Loan Application
- Copy of the Credit Report
- Copy of the COMPLETE Appraisal
- Copy of the Underwriter’s Transmittal or Approval Worksheet to show the terms of the new loan to which UCU is being asked to subordinate
- Check for \$200.00 for the non-refundable Subordination Fee

NEW LENDER’S INFORMATION:

Lender’s Name: _____
Lender’s Address: _____
Lender’s Telephone Number: _____

FORWARD ORIGINAL SUBORDINATION TO:

Name: _____
Address: _____

****If Overnight delivery is required, provide the following:**

- UPS return envelope or account number to be billed _____

****Otherwise, the Subordination Agreement will be sent via standard US Mail****