



HELOC & Fixed Second Mortgage Subordination Request Form

SUBMISSION DATE: _____

Requested By: _____ Phone: _____
Company: _____
E-mail address: _____

Send Completed Agreement to:

Company: _____
Attention: _____
Address: _____
E-mail address: _____
Phone: _____ Fax: _____

Subordination Fee \$150.00
(complete attached payment form)
Rcvd: _____
Source: _____

Name of New First Mortgage Company as it will appear on Subordination (and Trustee, if applicable):

Customer Name: _____ Neighbors CU # _____
Property Address: _____

Please complete this cover sheet and send it with the following documents:

- Uniform Underwriting and Transmittal Sheet (1008)
- Completed copy of the new Loan Application (1003) & Loan Estimate or Prelim Closing Disc.
- Current Appraisal, HVE or AVM (or AUS findings showing appraisal waiver) – **ALL PAGES**
- Current Title Work – **ALL PAGES**
- Homeowners Insurance Declaration Page showing enough dwelling coverage for both loans
- Credit report for all borrowers on our original loan
- Borrowers Authorization form signed by all borrowers
- Payment of \$150.00 (complete attached Subordination Fee Payment Form)
- Return label to send the original subordination agreement (UPS preferred)

Email submission to: Subordination@NeighborsCU.org
Or mail to: Neighbors Credit Union, Attn: Home Equity - Subordination
6300 South Lindbergh Blvd., St. Louis, MO 63123
Phone: 314-892-5400, option 4, option 2

Subordination Fee Payment Form

**Please indicate your payment method below of \$150.00
from either the Borrower or Lender**

Borrowers Name: _____

Payment from Lender:

_____ Check made payable to Neighbors Credit Union (mail or deliver to Home Equity Dept.- Subordination, 6300 S. Lindbergh Blvd., St. Louis, MO 63123)

_____ Please charge our Corporate Credit Card (\$150.00 + \$7.00 Processing Fee = \$157.00):

MasterCard VISA AMEX

Card Number: _____ - _____ - _____

Company Name on Card: _____

Individual Name on Card: _____

Expiration: _____ / _____ 3 Digit CVV Code _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Payment from Borrower (Member) – SIGNATURE REQUIRED:

_____ Check made payable to Neighbors Credit Union (mail or deliver to Home Equity Dept.- Subordination, 6300 S. Lindbergh Blvd., St. Louis, MO 63123)

_____ Please withdraw from my Neighbors Credit Union Account: Acct # _____

Savings Checking Draw from HELOC (if available)

_____ Please charge our Personal Credit Card (\$150.00 + \$7.00 Processing Fee = \$157.00):

MasterCard VISA AMEX

Card Number: _____ - _____ - _____

Company Name on Card: _____

Individual Name on Card: _____

Expiration: _____ / _____ 3 Digit CVV Code _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

By signing below, I/we authorize Neighbors Credit Union to obtain the subordination processing fee as indicated above. I/We understand that if this is an electronic transaction, these funds may be withdrawn from my account immediately; and that the fee will be refunded if this transaction is canceled. I/we certify that I/we am/are an authorized user of the above account, and that I/we will not dispute the payment transaction to Neighbors Credit Union so long as the transaction corresponds to the execution of the Subordination Agreement.

Borrower/Authorized User on Above Account

Co-Borrower/Authorized User on Above Account

Date: _____