



Your life. Your financial watchdog.

## Mortgage Subordination Request

Member Name(s): \_\_\_\_\_

SCCU Account Number: \_\_\_\_\_

Requestor Information: \_\_\_\_\_

### Subordination Request Reason

- Cash-out refinance
  Interest rate reduction
  Payment reduction  
 Other, please explain: \_\_\_\_\_

### Required Documentation and External Institution Processing Fee:

- |   |   |
|---|---|
| <input type="checkbox"/> Completed and signed Subordination Request Form          | <input type="checkbox"/> Copy of a New Title Commitment <b>within the last 30 days</b>  |
| <input type="checkbox"/> Copy of 1003 Residential Application Form                | <input type="checkbox"/> Copy of new appraisal / AVM.<br>• <b>HARP mortgage refinances must be notated on form 1003 or 1008 for appraisal exemption</b> |
| <input type="checkbox"/> Copy of 1008 Underwriter's Loan Transmittal Summary Form | <input type="checkbox"/> Return <b>FedEx</b> shipping label   |

**Requests will be reviewed within 10 business days from the date all required documents are received.**

**External Institution Subordinations:** A non-refundable fee of \$150 is charged for subordination requests to institutions other than SCCU, and must be provided prior to the review of the subordination application.

Please indicate the method of payment:

- Enclosed is a Check made payable to:  
**Space Coast Credit Union**
- Please deduct the payment from my:  
 **Checking**     **Savings**  
 Account number \_\_\_\_\_

### Submission and Processing

This signed subordination request may be sent via fax, e-mail or mail:

- **Fax:** (321) 752-2303 - ATTN: Subordinations
- **E-mail:** MortgageLS@sccu.com - ATTN:
- **Mail:** Subordinations Space Coast Credit Union  
ATTN: Loan Servicing - Subordination  
Request 8045 N. Wickham Rd  
Melbourne, FL 32940

Once the Subordination Request has been reviewed, a Mortgage Loan Servicing Specialist will contact the requesting parties with status information including approvals, denials, terms, conditions, and requirements. Upon approval, a Subordination Agreement document will be provided for requesting parties. SCCU does not record Subordination Agreements.

For additional assistance, please contact us at your local phone number below, ext. 5505, Option 1.

I/We request Space Coast Credit Union subordinate the current second mortgage for the individuals listed below due to the initiation of a first mortgage refinance.

_____ Signature	_____ Date	_____ Signature	_____ Date
--------------------	---------------	--------------------	---------------