



# Subordination Checklist

Member Name: \_\_\_\_\_ Point West Account Number: \_\_\_\_\_

## Lender/Escrow Company Information

New Senior Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Escrow Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Checklist

Please note that Subordination decisions can take up to (14) business days after a completed Subordination Package has been received. Incomplete Packages may be returned.

|   |  |
|---|--|
| <input type="checkbox"/> Copy of 1003 (Uniform Residential Loan Application)  | <input type="checkbox"/> Closing Disclosures   |
| <input type="checkbox"/> Copy of 1008   | <input type="checkbox"/> Copy of Title Report  |
| <input type="checkbox"/> URAR Appraisal (or AVM if Streamlined)   | <input type="checkbox"/> Lender Approval Conditions  |
| <input type="checkbox"/> UPS: For express delivery, please forward a self-prepared UPS label or a UPS envelope - OR -                                     | <input type="checkbox"/> Misc. Instructions from New Senior Lender (if applicable)   |
| <input type="checkbox"/> Fed Ex: For express delivery, please forward a self-prepared Fed Ex label or Fed Ex envelope                                     | <input type="checkbox"/> Original/Completed Subordination Agreement (Prepared by the Lender or Broker's Escrow Officer)  |
| <input type="checkbox"/> By signing below, I/We authorize Point West Credit Union to deduct the Subordination Fee from my/our Point West Account #: _____ | <input type="checkbox"/> Fee: \$150.00 is required upfront - <b>Any request submitted with out the fee or authorization to deduct the fee will be returned</b> |
|   | <input type="checkbox"/> By signing below, I/We are requesting the Point West Credit Union subordinate to: _____ (New Senior Lender)                           |
| Member Signature: _____ Date: _____   |  |
| <input type="checkbox"/> Mail completed packages to:<br>Point West Credit Union, Attn: Subordination Department<br>PO Box 11999, Portland, OR 97211       | <input type="checkbox"/> Email packages to:<br><b>loans@pointwestcu.com</b>  |

## Contact

Please contact our Lending Team with any questions.

503.546.5000

[loans@pointwestcu.com](mailto:loans@pointwestcu.com)