



# 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"/> Truth-in-Lending Disclosure	<input type="checkbox"/> Copy of Good Faith Estimate
<input type="checkbox"/> Copy of 1008	<input type="checkbox"/> Copy of Title Report	<input type="checkbox"/> Lender Approval Conditions
<input type="checkbox"/> URAR Appraisal (or AVM if Streamlined)	<input type="checkbox"/> Misc. Instructions from New Senior Lender (if applicable)	
<input type="checkbox"/> UPS: For express delivery, please forward a self-prepared UPS label or a UPS envelope - OR -	<input type="checkbox"/> Original/Completed Subordination Agreement (Prepared by the Lender or Broker's Escrow Officer)	
<input type="checkbox"/> Fed Ex: For express delivery, please forward a self-prepared Fed Ex label or Fed Ex envelope	<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 authorize Point West Credit Union to deduct the Subordination Fee from my/our Point West Account #: _____	<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: Point West Credit Union, Attn: Subordination Department PO Box 11999, Portland, OR 97211	<input type="checkbox"/> Email packages to: <b>subordinationteam@pointwestcu.com</b>	

## Contact

Please contact our Lending Team with any questions.

503.546.5000

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