



Member Name(s): _____

SCCU Account Number: _____

Requestor Information: _____

Subordination Request Reason:

☐ Interest rate reduction ☐ Payment reduction

☐ Other, please explain: _____

Note: A subordination will not be approved for cash-out refinances.

Required Documentation:

- | | |
|---|--|
| <input type="checkbox"/> Completed and signed Subordination Request Form | <input type="checkbox"/> Copy of a New Title Commitment within 30 days |
| <input type="checkbox"/> Copy of 1003 Residential Application Form | <input type="checkbox"/> Copy of new appraisal/AVM |
| <input type="checkbox"/> Copy of 1008 Underwriter's Loan Transmittal Summary Form | <input type="checkbox"/> Return FedEx shipping label |

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

External Institutions 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 include the method of payment:

☐ Enclosed is a check made payable to:
Space Coast Credit Union

☐ Please deduct payment from my:
☐ **Checking** ☐ **Savings**

Submission and Processing

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

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

Once the Subordination Request has been reviewed, the requesting parties will be contacted with status information including approvals, denials, terms, conditions, and requirements. Upon approval, a Subordination Agreement 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. 7003, 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