



## SUBORDINATION REQUIREMENTS

1st United Credit Union will consider each request for subordination after a complete review. We will not subordinate behind a balloon, negatively amortized, or reverse mortgage loans.

### We will need the following items:

- **Commitment Letter or New Note**
- **Product Description for ARM/Equity Loan**
- **Transmittal Summary** (Form 1008)
- **Uniform Residential Loan Application** (Form 1003)
- **Preliminary Title Report**
- **Credit Report**
- **Full Appraisal\***  
*\*All loans over \$400,000 must have full appraisal or Online Property Valuation*  
*\*Streamline refinance Online Property Valuation is acceptable*
- **Fully Completed Subordination Agreement** – 1st United Credit Union only signs, we do not complete the document
- **Pre-Paid Federal Express Return Address Label** – We DO NOT have UPS Service

### Subordination Fees – Check made payable to 1<sup>st</sup> United Credit Union

- |   |       |
|---|-------|
| • Non-refundable, up-front Subordination fee**                | \$250 |
| • Rush fee (3-5 business days, optional per request)          | \$50  |
| • Re-signing Subordination Agreement                          | \$25  |
| • Request for copy of the 1 <sup>st</sup> United CU loan note | \$25  |

**\*\*Note:** Fee is required up-front for processing the request and does not guarantee an approval. Subordination fees paid are non-refundable regardless of credit decision.

### Mail all correspondence to:

1st United Credit Union  
Attn: Real Estate Lending Department  
5901 Gibraltar Drive  
Pleasanton, CA 94588  
Phone (800) 649-0193 x4925

### E-mail your complete package to:

[realestate@1stUnitedCU.org](mailto:realestate@1stUnitedCU.org)  
Attn: Subordination Department