



ARLINGTON COMMUNITY FEDERAL CREDIT UNION

Subordination Request Instructions

Please be advised that Arlington Community Federal Credit Union's loan Subordination Guidelines require a combined loan-to-value ratio (CLTV) of less than 90%. In addition, if the subordination request is approved, a subordination processing fee in the amount of \$275 will be required prior to the release of the executed Deed of Subordination.

Required Documents

In order to avoid any delays in the closing of the new First Trust / Mortgage, the following documents must be received by ACFCU no later than 15 days prior to the new loan settlement date:

- PDF copy of recent Appraisal showing the property valuation; If the new loan does not require an Appraisal (e.g. streamline refinance, PIW, etc.), please provide the AUS Findings or other documentation that indicates no Appraisal is required.
- Loan Application (1003).
- Loan Commitment Letter or 1008 confirming the dollar amount and terms of the new loan.
- First Trust Lender Credit Report.
- Title Report, Title Insurance Binder or Title Policy showing verification of existing property liens.
- ACFCU will prepare a Deed of Subordination.
- Instructions on where to send the executed Deed of Subordination – Usually a Shipping Waybill.

Requests for subordinations will not be evaluated until all required documentation is received at ACFCU. Processing time after the full subordination package is received electronically is 14 days.

Please email the complete submission package electronically to MemberSolutions@Arlingtoncu.org; Please **DO NOT** send a printed copy of the package via USPS. Packages sent via a printed copy may take longer to process.

Subordination Fee

The Subordination Fee includes both processing the Approval and preparing Deed of Subordination. If the subordination process involves modifying a Home Equity Line of Credit, an additional Modification Fee in the amount of \$200 will be required.

Payment must be received prior to the execution and release of the Subordination Agreement. Please have the borrower execute the attached *Subordination Fee Disclosure* and return it to ACFCU as soon as possible.

If you wish to have the executed document sent via 'Overnight Express', please provide a prepared FedEx or UPS Waybill.

We would be happy to help you with any additional questions or concerns.

**Member Solutions Department
Arlington Community Federal Credit Union
MemberSolutions@Arlingtoncu.org
703-526-0200 Option 4, Option 3
Fax: 703-516-8199**