



# Credit Union Subordination Request Form

Navy Federal Credit Union will consider requests for subordination of Equity Loans (Fixed Equity Loans and Home Equity Lines of Credit) after a thorough review. Second homes and investment properties will be considered on a case-by-case basis. Navy Federal Credit Union will not be responsible for any additional fees or expenses due to the processing of the subordination request.

**Our review of the request may result in requiring the modification of loan terms or in the refusal to subordinate.**

Send all required documentation, including check, to: **Navy Federal Credit Union  
REL Collateral Risk - Attn: Subordination Team  
820 Follin Lane SE  
Vienna, VA 22180**

### Required Items

- Completed Subordination Request Form (use this form as your cover sheet)
- Check for a \$150 non-refundable subordination fee (cannot be debited from the member's account).  
If there is more than one Navy Federal equity loan against the same property being subordinated at the same time, only one fee will be charged.
- Copy of appraisal for subject property, if required for new closing
- Subordination Agreement, prepared by attorney or title company\*
- Copy of preliminary title work
- Copy of note or statement of terms\*\* for existing first mortgage being paid off
- 1003 - Uniform Residential Loan Application
- 1008 - Uniform Underwriting Approval or Transmittal Summary
- Closing Disclosure, Loan Estimate, or Settlement Statement Summary
- Postage-paid Express Mail, UPS, or FedEx envelope or label

Member Name: First	MI	Last	Suffix	Navy Federal Loan Number
Subject Property Street Address for Subordination		City	State	Zip Code
Appraised Value \$	Amount of Cash Out \$	Reason for Cash Out		
Purpose for Refinance: Rate or Term Reduction, etc.				Closing Date (MM/DD/YY)
Requestor's Exact Name		Requestor's Contact Name		
Requestor's Email Address		Requestor's Phone No.	Requestor's Fax No.	

### Our Next Steps

- Please allow 7 to 10 days for processing from the date we receive all required documentation.
- Requests will not be processed until all required items are received.
- You will be contacted if any of the required items are missing.
- Please respond within two business days, or the package and fee will be returned to the requestor.
- Granted subordination requests will be sent using the postage-paid Express Mail, UPS, or FedEx envelope or label provided.
- To inquire about the status of the request, please call 800-243-9334, option 3 between the hours of 8 am to 4:30 pm.

\*All subordinations need to be updated to add the following sentence regarding any renewals or extensions verbiage in the agreement: "The approval does not include renewals or extensions that would increase the loan amount being approved on this document."

\*\*Terms to include product type, term, monthly principal and interest payment, and interest rate.