



SUBORDINATION REQUEST CHECKLIST

Fax to: _____

Fax #: _____

Thank you for your inquiry regarding Allegiance Credit Union Subordination Agreement. The following items are required to process all requests.

1. ALLEGIANCE SUBORDINATION FEE IS \$25.00
 - Please remit check payable to Allegiance Credit Union to the address listed below. No subordination agreement will be processed until the \$25 Subordination Fee is received. If check is sent independently of subordination request, please indicate customer's name and account number with check.
 - The \$25 fee is charged to the First Mortgage Company or Mortgage Broker
 - The \$25 fee is non-refundable once the agreement has been processed
2. FULLY COMPLETED SUBORDINATION WORKSHEET (SEE ATTACHED)
3. PRELIMINARY TITLE SEARCH
 - Complete copy of the NEW title commitment or title search indicating the Allegiance Credit Union loan requiring subordination, with recording information. Effective date not to exceed 120 days and must include a legal description.
4. COPY OF APPRAISAL REQUIRED ON ALL CASHOUT REFINANCES
 - Appraisal must be a FNMA 2055 or higher, and must be dated within the last 90 days.
 - AVM's, BPO's and other non licensed appraisal products are not acceptable.
 - Allegiance Credit Union may require an appraisal on a No Cash Out refinance at its sole discretion.
5. COPY OF UNIFORM RESIDENTIAL APPLICATION (FORM 1003) or COMMITMENT LETTER
6. **PREPARED SUBORDINATION AGREEMENT TO BE SIGNED**
7. Please send your complete submission package to:
 - Allegiance Credit Union
 - Mortgage Servicing Dept.
 - 4235 N. Meridian
 - Oklahoma City, Ok 73112

Contact Information:

Phone: 1-800-505-3328 (Monday – Friday, 8:30am – 5:00pm CST)

Fax: 405-491-6120

Allegiance Credit Union reserves the right to request additional documentation. Failure to provide Allegiance Credit Union with all requested information will result in a decline of the subordination request. Subordinations are approved at the sole discretion of Allegiance Credit Union.



SUBORDINATION WORKSHEET

Primary Borrower Name	_____
Primary Borrower Social Security #	_____
Co-Borrower Name	_____
Co-Borrower Social Security #	_____
Allegiance Credit Union loan # to be subordinated	_____
Collateral Property Address	_____
Name of New First Mortgage Company (Exactly as it should appear on the subordination agreement)	_____
New First Mortgage Amount	\$ _____
Current First Mortgage Balance	\$ _____
Original First Mortgage Amount	\$ _____
If paying down the second mortgage, indicate funds being disbursed to Allegiance Credit Union	\$ _____

Please Indicate Proposed First Mortgage Terms – All fields must be completed

Cash Out Refinance	Yes _____	No _____	
15, 20 or 30 Year Fixed Rate Note	Yes _____	No _____	
30+ Year Rate Note	Yes _____	No _____	
Interest Only Fixed Rate/ARM	Yes _____	No _____	If ARM, indicate Adjustment Period: _____
Fixed Rate ARM	Yes _____	No _____	If yes, indicate Adjustment Period: _____
Negative Amortization	Yes _____	No _____	
Reverse Mortgage	Yes _____	No _____	
New 1 st Mortgage Balloon Note	Yes _____	No _____	

Contact Information – Please type or print clearly to avoid any delays in delivery

Contact Name	_____
Contact Phone #	() _____
Contact E-mail	_____
Address to send completed subordination:	Company: _____
	Address: _____

	Attention To: _____
Fax a copy of the completed subordination to:	() _____

Please indicate your institutions billing information for express delivery:

Fed-Ex Account # _____ Billing Zip Code: _____

If no Account Number or Pre-filled label is provided, the Subordination Agreement will be sent Regular Mail. Expect 7-10 business days on all regular mail requests.