

## SUBORDINATION REQUIREMENTS

### KEY ITEMS

1.	Green Tree account must be current as of due date. Grace Periods do not apply.
2.	All late payments, late fees, legal fees and miscellaneous fees must be paid.
3.	Green Tree will NOT subordinate to the following loan types: <ul style="list-style-type: none"> <li>a. Lines of Credit</li> <li>b. Loans Subject to Additional Advances</li> <li>c. Reverse Mortgages</li> <li>d. Loans Subject to Negative Amortization</li> <li>e. Cash out to the customer</li> <li>f. Debt consolidation</li> </ul>
4.	Green Tree will NOT agree to subordinate if its lien position will deteriorate, i.e. from 1 <sup>st</sup> to 2 <sup>nd</sup> or 2 <sup>nd</sup> to 3 <sup>rd</sup> .
5.	The proposed new loan <b>may or may not</b> be eligible to be an Adjustable Rate Mortgage (ARM). <ul style="list-style-type: none"> <li>➤ ARM loans will be considered on a case-by-case basis.</li> <li>➤ The terms of the ARM, including the proposed interest rate, the frequency of rate changes and the lifetime maximum interest rate, will be required for review. A copy of the proposed Note and/or loan specific ARM disclosure statement indicating the terms of the ARM is required.</li> </ul>
6.	The proposed new loan amount <b>may or may not</b> be eligible to exceed the unpaid balance of the existing first loan. <ul style="list-style-type: none"> <li>➤ This means settlement charges, interest, miscellaneous payoff fees and escrow amounts <b>may or may not</b> be eligible for inclusion in the new loan amount.</li> <li>➤ In general, the new loan amount cannot exceed a <u>maximum of 105% of the unpaid balance</u>.</li> <li>➤ Loan amount is typically defined as the current unpaid balance of the current first lien loan, not the total payoff amount.</li> </ul>
7.	The proposed new Combined Loan-to-Value (CLTV) <b>may or may not</b> be eligible to exceed the CLTV for the existing account. Loans with a proposed CLTV greater than 70% will be considered on a case-by-case basis.
8.	The proposed new monthly payment <b>may or may not</b> be eligible to exceed the existing account payment amount.
9.	All accounts in Bankruptcy must be Discharged / Dismissed. <ul style="list-style-type: none"> <li>➤ All accounts with a Discharged Chapter 7 Bankruptcy must have a valid reaffirmation agreement. If the Green Tree account was not reaffirmed, a request will only be considered if the new loan amount does not exceed the unpaid balance of the existing first loan.</li> </ul>
10.	The request must be in the best interest of the customer and the investor.
11.	Green Tree will prepare the Subordination Agreement.

### Note

The approval criteria vary by account based on investor requirements. We cannot provide a separate requirements checklist for each account. If your request meets the general guidelines listed above, please submit your package for review. If there are specific requirements for your account, a representative will contact you.

**PROCESSING FEES**

1.	There is a \$200.00 processing fee per account.* ➤ Fee is non-refundable and non-negotiable. ➤ Fee must be paid via certified funds. ➤ Personal checks from the customer will be returned. ➤ All checks should be made payable to Green Tree and <u>must</u> be included with the package. *Fee Waived in the following states: IA, IN, KS, MD, MO, NC, NJ, PA, SC, VT, VA, WA, WV, WY *Fee Waived if the unpaid balance of second lien is less than \$20,000: California Only
2.	There is a \$100.00 processing fee for change requests. This applies to requests that have already been approved. All required documents (listed on page 3) must be re-submitted for evaluation.

**WARNINGS**

1.	Please allow 10-15 business days from delivery date of ALL Required Documents for processing.
2.	Green Tree processes all requests in the order in which they are received. ➤ Requests will not be rushed or accelerated.
3.	Green Tree will not be held liable if rate lock commitments expire before Green Tree completes the processing of the subordination request. Please plan accordingly.
4.	Please be advised Green Tree reserves the right to deny a subordination request that does not represent the best interest of the customer and the investor.

**SHIPPING REQUIREMENTS**

1.	The subordination request package must be sent via mail or overnight service for processing. <b>Note: Faxed requests are not acceptable and will not be reviewed.</b>
2.	Ship subordination request package to: Green Tree Servicing LLC Mortgage Amendments Department 7360 South Kyrene Road T316 Tempe, AZ 85283 Phone Number: 888-568-8733
3.	Requestor must provide a pre-paid self-addressed billing slip and envelope to return the subordination agreement. Failure to provide a return shipping label will result in the subordination agreement being sent via USPS first class mail.

**REQUESTS FOR COPIES OF DOCUMENTS**

1.	All requests for copies of documents, including the original Note, should be directed to our Customer Service Department. ➤ Please fax your request including a copy of the customer's authorization letter to (866) 870-9919.
2.	For questions or if following up on a request, please contact Customer Service directly at (800) 643-0202.

**REQUIRED DOCUMENTS CHECKLIST**

1.	Completed Green Tree Subordination Worksheet – Page 4 of this document. ➤ Must include terms of existing mortgage and proposed mortgage.
2.	Copy of completed Loan Application – 1003.
3.	Copy of the completed Uniform Underwriting and Transmittal Summary – 1008. ➤ Must reflect Debt-to-Income Ratio (Not required on VA Streamline Refinances)
4.	Copy of Commitment Letter. ➤ Should be signed and dated
5.	Copy of preliminary title report reflecting all active accounts against the property. ➤ Must include complete recording information (including mortgage dates, lender names, amount of obligation, and any assignment/subordination information) for all liens. ➤ Effective date must be within 60 days of submission. ➤ All judgments and old liens must be subordinated or released. ➤ Proof property taxes are paid current.
6.	Copy of the Appraisal including any addenda. ➤ Valuation cannot exceed 4 months in age. ➤ A Broker’s Price Opinion (BPO) or Automated Valuation Model (AVM) may be acceptable for some accounts.
7.	Copy of the Good Faith Estimate or Preliminary Settlement Statement SST/HUD1. ➤ Must reflect exact payoff amount on the payoff statement. ➤ Must not show any cash out to the customer. ➤ Note: The SST/HUD1 is required for some accounts. If the package is submitted without the SST/HUD1 and it is required, a representative will contact you.
8.	Copy of Payoff statement for account(s) to be paid in full. ➤ Exact amount(s) MUST be listed on HUD1. ➤ The statement must be current as of the date request is received.
9.	Customer’s Authorization Letter, authorizing the release of information to a third party. ➤ Must be signed by all customers on account documents
10.	Subordination Processing Fee, if applicable. ➤ See Page 2 for Details.
11.	Return Shipping Label and Envelope. ➤ FedEx, UPS, Priority Mail, First Class Mail are acceptable. ➤ Courier Services are not acceptable. ➤ See Page 2 for Details.

**Note: To avoid delays in processing, please include all required documents when the request is submitted.**

**GREEN TREE SUBORDINATION WORKSHEET**

**Please complete all areas. Please print clearly.**

New Loan Type (Circle One)	Conventional	MHA/HARP	FHA/VA
Green Tree #:			Requestor #:
Reason for Refinance:			

<b>Customer Information</b>	Customer Name(s):		
	Address:		
	Customer Phone Number(s):		
	County:		

<b>Requestor Contact Information</b>	Company:			
	Name:			
	Phone:		Fax:	
	Email:			

<b>New Lender Information</b>	Name to appear on Subordination Agreement (NOT broker name):		
	Address to Mail Subordination Agreement:		

Current First Lien Information		Proposed New First Lien Information	
Loan Amount:	\$	New Loan Amount:	\$
Interest Rate:	%	New Interest Rate:	%
Fixed or Variable:		Fixed or Variable:	
Term:		New Term:	
Escrow Included:	Yes or No	Escrow Included:	Yes or No
Escrow Amount*:	\$	Escrow Amount*:	\$
Mortgage Insurance*:	\$	Mortgage Insurance*:	\$
Payment (P&I)*:	\$	New Payment (P&I)*:	\$
Principal/Interest/Taxes/Insurance (PITI)*:	\$	Principal/Interest/Taxes/Insurance (PITI)*:	\$

\*Monthly Amounts

Print Form

To Mortgage Amendments Department  
From \_\_\_\_\_  
Date \_\_\_\_\_  
Account Number \_\_\_\_\_  
RE Subordination Request Processing Fee

GL: 4400010 CC: 907

Please return this form with the processing fee to ensure the fee is processed correctly.  
Make checks payable to Green Tree.

Attach Check Here	
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