

**KEYBANK CLC SUBORDINATION REQUIREMENTS/INSTRUCTIONS:
Carefully read and follow these instructions:**

All subordination requests and supporting documentation
are to be FAXED to the CLC at (216) 357-6524
or email to: direct_lending_center@keybank.com

This form **must** be completed in its entirety - **any incomplete information will delay or void this request.** Requests will be processed on a first-in/first-out basis. Processing time may vary, depending on volumes, and can take **approximately 15 business days.**

The processing fee of \$260.00 includes FedEx delivery and must be remitted in the form of a CASHIER'S CHECK or MONEY ORDER. Personal checks will not be accepted. Colorado residents please only remit \$10.00 to cover shipping costs. Please mail processing fee to:

KeyBank Consumer Loan Center
202 2nd St., N.E., 1st Floor
Canton, OH 44702

The processing fee must be received in our office prior to release of the subordination agreement. The fee is non-refundable once subordination has been completed. If declined or cancelled prior to completion of the document, the fee will be refunded to the clients KeyBank Loan/Line account.

Please provide the following information:

1. Completed Request Form **(please use request form as fax "cover sheet")**
2. Copy of the Title Report with all schedules
3. Complete copy of the CURRENT APPRAISAL (if available).
4. Copy of the 1003 mortgage application

Please direct inquires to: CLC_Service@KeyBank.com

This communication may contain privileged and/or confidential information. It is intended solely for the use of the addressee. If you are not the intended recipient, you are strictly prohibited from disclosing, copying, distributing or using any of this information. If you received this communication in error, please contact the sender immediately and destroy the material in its entirety, whether electronic or hard copy. This communication may contain nonpublic personal information about consumers subject to the restrictions of the Gramm-Leach-Bliley Act. You may not directly or indirectly reuse or redisclose such information for any purpose other than to provide the services for which you are receiving the information.

Complete this form entirely – all "blanks" must be completed

KeyBank Subordination Request Form:

Type of refinancing: Streamline (no cash out) ___ Cash Out Refi* ___ Purpose _____

Primary Borrower Name _____ SSN _____

Secondary Borrower Name _____ SSN _____

Is either primary or secondary borrower a KeyBank employee? Y or N

Borrower Residence Address _____

City, State, Zip _____ County (required) _____

Collateral Address (if different from residence) _____

City, State, Zip _____ County (required) _____

Estimated Value of Collateral \$ _____ Appraisal Available? Y or N Appraisal type _____

If no Appraisal is available, how was value determined? Tax Value ___ BPO ___ OTHER (Please specify) _____

***KeyBank may still conduct it's own valuation to determine the collateral value

Mortgage Company/ Title Company Contact Information (questions regarding this request can be directed to):

Name _____ Phone Number (_____) _____

Email Address _____ Fax Number (_____) _____

Send the completed Subordination to (NO P.O. BOXES ALLOWED):

Company _____ Attn _____

Address _____

C/S/Z _____ phone number (required for shipment) (_____) _____

KeyBank Loan/Line Information

KeyBank Loan/Line Account Number _____

KeyBank Loan/Line Amount \$ _____ Modify Y or N to \$ _____

Subordination In Favor Of (as it should appear on the subordination agreement):

Mortgage Company _____

Street Address _____

(NO P.O. BOXES ALLOWED)

City/State/Zip _____

New First Mortgage Information/Current Mortgage Information

1. Exact Amount of New First Mortgage/DOT: \$ _____

2. New Payment: \$ _____ (total monthly pmt, including PITI) New Term: _____

3. New Rate: _____ Fixed or Variable? _____ Neg Am? Y or N

Est. closing costs \$ _____ Interest only payment option available? Y or N

**please note: If new 1st mtg will be an ARM, please provide a copy of the proposed new mortgage note for review

4. Reference on Current 1st Mortgage:

Current Mortgage Company _____

Current Payoff Balance \$ _____ Current Payment \$ _____ Current Term _____

Current Rate _____ Neg Am? Y or N Interest Only? Y or N ARM? Y or N Balloon? Y or N