

July 31, 2012

Attention:  
Phone:  
Fax:



RE: Subordination Request for Sherry y and Mark  
Property Address: Dr Vista, CA 92084-5309  
Account Number: 01-20

To Whom It May Concern:

SDCCU® will only approve subordination requests behind a First Mortgage Rate/Term Refinance. The borrower must qualify for the subordination as if it were a new loan. SDCCU will not subordinate behind balloon, interest-only, negatively amortized or cash-out loans. The new first mortgage plus the equity line credit limit cannot exceed 80% of the new appraised value. By submitting the documents requested below to SDCCU, along with the required \$200 fee, you represent that the borrower is aware of these terms and has authorized you to share their information with us.

The following documents must be received by SDCCU before the subordination request can be submitted to the underwriter for approval. Please note that we do not accept subordination packages via email or fax. We ask that you please remit the following documents by mail or in person to:

San Diego County Credit Union  
Attention: Subordination Department  
6545 Sequence Drive, San Diego, CA 92121

1. 1<sup>st</sup> Trust Deed's FNMA 1008 or lender qualifying worksheet
2. 1<sup>st</sup> Trust Deed's underwriter's approval page
3. Copy of the preliminary title report
4. Copy of the signed application
5. Copy of the credit report(s)
6. Copy of verification of income(s) for each borrower (as applicable)
7. Copy of the appraisal and/or AVM
8. Copy of the escrow instructions showing SDCCU subordinating to the First Trust Deed
9. Check or written authorization from the member(s) to withdraw the \$200 subordination fee

Upon receipt of all of the required documentation, the subordination request will be submitted to our underwriters for approval. Processing time for subordination requests may take up to 15 days based on current volume. Missing documentation can delay the approval process.

If approved, a copy of the new Note (when documents are drawn) and any missing requirements must be provided prior to the release of the original Subordination Agreement.

If you have any questions, please call us at (877) 732-2848, ext. 8670. We look forward to assisting you with all of your financial needs.

Sincerely,

Real Estate Department

**Voted BEST Credit Union – San Diego Union-Tribune Readers Poll**  
Administrative Office • 6545 Sequence Drive • San Diego, CA 92121 • (877) 732-2848 • sdccu.com  
Federally insured by NCUA.

