

**Subordination Processing Request Form
PHH/THIRD PARTY LENDERS
Attn: Account Management Department
First Tennessee Bank / First Horizon National
1555 Lynnfield Road, Bldg. C, Memphis, TN 38119
E-mail - clsmodifications@firsthorizon.com
FAX # 888-551-6087**

IMPORTANT : THIS IS A 2 PAGE DOCUMENT. BOTH PAGES MUST BE COMPLETED. Processing will not begin until required documentation and fee are received. Please e-mail clsmodifications@firsthorizon.com for status updates and response time. Subordination for Virginia takes slightly longer.

YOUR CONTACT INFORMATION

Contact's Name Phone Number
 E-Mail Address Fax Number
 Company Name

BORROWER INFORMATION

Borrower's Name SS#
 Co-borrower's Name SS#
 Collateral Address
 Street City State Zip Code
 Account Number(s)

New Mortgage Company's NAME and ADDRESS ** (as it should appear on Subordination Agreement) **

Name Address

Requirements for Consideration of Subordination to new 1st Mortgage

- Copy of Uniform Residential Appraisal Report
- Copy of Loan Application
- Copy of Conditional Loan Approval
- Copy of Good Faith Estimate
- Copy of Payoff Statement (current first mortgage)
- Copy of Underwriting Transmittal Summary (Completed copy of FNMA Form 1008)
- Copy of Preliminary Title Report less than three months old (must show vesting, legal description, and our recorded lien)
- Copy of Credit Report for cash-out transactions
- Copy of Borrower's Certification and Authorization Form
- PAGE 2 of this request form must also be completed and submitted along with Page 1
- CHECK or MONEY ORDER accepted; payable to First Horizon or First Tennessee (non-refundable) for **\$300.00**
- * Additional **\$100.00** for a rush request
- * Additional **\$50.00** to process a modification
- * Revision Request **\$50.00 (revised 1003, 1008, GFE and HUD-1 required)**
- FEE IS WAIVED IF THE NEW LENDER IS FIRST TENNESSEE/ FIRST HORIZON
- Provide a pre-paid courier air bill for **FED-EX** with account number and address. **DO NOT SEND AN ENVELOPE.**
- UPS air bills must be pre-paid and preprinted from UPS.COM. **Handwritten air bills are not allowed.**

Return Mail Instructions: Courier Account #
 Company Name: Attention: Phone #
 Street: City: State: Zip:

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Borrower's Name: []

Will any proceeds from the new loan pay down or reduce the balance of this account? Yes No

If yes, how much will be paid on the balance? []

If yes, please list name of title/closing agent that will issue the proceeds check? []

Current Mortgage Information (loan that is being refinanced)

Current Mortgage Balance []

Current Payment []

Current Loan Type: (check one)

- Fixed Fixed ARM Fixed

Interest Rate: []

Amortization: (check which applies)

- Principal and Interest
 Interest only
 Neg Am Potential - 10%
 Neg Am Potential - 15%
 Neg Am Potential - 20%
 Neg Am Potential - 25%

Term: (check which applies)

- less than 15 years
 15 years
 20 years
 25 years
 30 years
 more than 30 years

New (Proposed) Loan Information

Proposed New Loan Amount []

Proposed New Payment []

Proposed New Loan Type: (check one)

- Fixed HELOC ARM Balloon

Interest Rate: [] Maturity date: []

Amortization: (check which applies)

- Principal and Interest
 Interest only
 Neg Am Potential - 10%
 Neg Am Potential - 15%
 Neg Am Potential - 20%
 Neg Am Potential - 25%

Term: (check which applies)

- less than 15 years
 15 years
 20 years
 25 years
 30 years
 more than 30 years

Index: (ARMS only, check which applies)

- Libor Prime Rate 11th District Cost of Funds
 Non-convertible 12 month Treasury Average
 Index COSI

Initial Payment Adjustment []

(Time period for first pymt adjustment required for ARMS, HELOCs, Negative Amortizations and Interest Only Loans)

Subsequent Payment Adjustments []

(How Often the payment adjusts after the initial adjustment. Required for HELOCs, Negative Amortizations and Interest Only Loans)