



SUBORDINATION REQUEST CHECKLIST

REQUESTER'S INFORMATION

Lender Name:	_____	State:	_____
Contact Name:	_____	Lender Email:	_____
Lender Phone #:	_____	Lender Fax #:	_____
Customer's Name:	_____	Customer's Address:	_____
Customer Acct #:	_____		

MORTGAGE INFORMATION – REQUIRED

Current 1st Mortgage Information

Balance: _____ P/I Payment: _____ Term: _____
Rate: _____ T/I Payment: _____ ARM Fixed Balloon Int Only

Proposed 1st Mortgage Information

Institution's Exact Name: _____ ARM Fixed Balloon Int Only
Loan Amt: _____ P/I Payment: _____ Term: _____
Rate: _____ T/I Payment: _____

NOTE: The items listed above will be provided by the institution requesting the subordination or the title company handling the transaction. None of these items should be supplied by the borrower and any customer inquiries must be referred to the requesting institution.

ITEMS REQUIRED FOR CONDITIONAL APPROVAL

- 1003 – Final Application 1008 – Final Underwriting Summary GFE or HUD1 Current Title Commitment Insurance Binder
- Current Appraisal or Valuation (if obtained) \$300 subordination fee made payable to TCF is required for any subordination request.
- Payoff letter of current 1st mortgage. If loan has escrow account, letter must disclose if escrow balance is applied to payoff balance.

TCF CONTACT INFORMATION

Name:	Jason Schindler
Address:	200 25th Ave S St. Cloud, MN 56301
Mail Code:	_____
E-mail:	jschindl@tcfbank.com

CLOSING INSTRUCTIONS

Closing Date:	_____
Closing address to send original subordination documents:	_____

ADDITIONAL INFORMATION

- Allow **25-30 business days** for the processing of all subordination requests. If all documentation and verification is not completed or if there are changes to the information provided, more time will be required to process your request. Subordination approvals are valid for 60 days.
- TCF may request additional information after initial review of documentation received. In the event the new loan does not close, the original Subordination Agreement must be returned to TCF Bank at the address listed above.
- The loan amounts listed on the 1003, 1008 and title commitment must match the loan amount entered in the "Proposed 1st Mortgage Information" section.
- If a modification to the TCF loan or line of credit is required, the Modification Agreement must be signed and returned by the customer prior to TCF releasing the subordination. (Note: For title company closings, the Modification Agreement may be signed at the time of closing.)
- An approved and executed Subordination Agreement can be sent by TCF via UPS or Fed Ex. Please send a UPS or Fed Ex envelope with a prepaid shipping label, if this is the preferred method of delivery.

FOR TCF USE ONLY:

Approved Subordination Final Combined LTV: _____
 Denied Modification Modification Amount: _____