



## **SUBORDINATION REQUEST CHECKLIST**

Thank you for your inquiry regarding Allegiance Credit Union Subordination Agreement. The following items are required to process all requests.

1. FULLY COMPLETED SUBORDINATION WORKSHEET (SEE ATTACHED).
2. FEE TO COMPLETE SUBORDINATION AGREEMENT \$25.00.
3. PRELIMINARY TITLE SEARCH
  - Complete copy of the NEW title commitment or title search indicating the Allegiance Credit Union loan requiring subordination, with recording information. Effective date not to exceed 90 days and must include a legal description.
4. COPY OF APPRAISAL REQUIRED ON ALL CASH-OUT REFINANCES
  - Appraisal must be a FNMA 2055 or higher, and must be dated within the last 90 days.
  - AVM's, BPO's and other non licensed appraisal products are not acceptable.
  - *Allegiance Credit Union may require an appraisal on a No Cash Out refinance at its sole discretion.*
5. COPY OF UNIFORM RESIDENTIAL LOAN APPLICATION (FORM 1003)
  - Must include the URLA Lender Loan Information page or most recent Loan Estimate
6. **NEW LENDER TO PREPARE SUBORDINATION AGREEMENT TO BE SIGNED BY ACU.**
7. Please send your complete submission package to:
  - Allegiance Credit Union
  - Mortgage Servicing Dept.
  - 4235 N. Meridian
  - Oklahoma City, Ok 73112

**Contact Information:**

Phone: 1-800-505-3328 (Monday – Friday, 8:30am – 5:00pm CST)

Email: [Mortgage.servicing@acuok.org](mailto:Mortgage.servicing@acuok.org)

Please allow 48 to 72 hours for the Subordination Agreement to be completed.

Allegiance Credit Union reserves the right to request additional documentation. Failure to provide Allegiance Credit Union with all requested information will result in a decline of the subordination request. Subordinations are approved at the sole discretion of Allegiance Credit Union.



**SUBORDINATION WORKSHEET**- to be completed by mortgage company

Primary Borrower Name	
Primary Borrower Social Security #	
Co-Borrower Name	
Co-Borrower Social Security #	
Allegiance Credit Union loan # to be subordinated	
Collateral Property Address	
Name of New First Mortgage Company (Exactly as it should appear on the subordination agreement)	
New First Mortgage Amount	\$
Current First Mortgage Balance	\$
If paying down the second mortgage, indicate funds being disbursed to Allegiance Credit Union	\$

**Lender Contact Information – Please type or print clearly to avoid any delays in delivery**

Contact Name	
Contact Phone #	( )
Contact E-mail	
Address to send completed subordination:	Company: _____
	Address: _____
	Attention To: _____
Email a copy of the completed subordination to:	

Please indicate your institutions billing information for express delivery:

Fed-Ex Account # \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

**If no Account Number or Pre-filled label is provided for Fed-Ex (this is the only one we use), the Subordination Agreement will be sent Regular Mail. Expect 7-10 business days on all regular mail requests.**