



SUBORDINATION AGREEMENT REQUEST

All requests are subject to approval and are evaluated on a case-by-case basis. Additional documentation may be required for final approval. Please allow up to 2 weeks to process your request upon receipt of complete package.

A \$250.00 non-refundable processing fee must be received with your subordination request and all required documentation.

Please send a check made payable to Georgia's Own Credit Union (reference line should note Subordination request); or you may provide written authorization to draft our member's account.

Borrower First and Last Name:	
Co-Borrower First and Last Name:	
New Lender's Name and Address:	
New Lender's Contact Person & Phone Number:	
New 1st Mortgage Loan Amount:	
New 1st Mortgage Payment (with PITI):	
Appraisal Type and Value:	
Fed-Ex or UPS Account number and billing zip code: <i>Or provide Fed-ex or UPS label for overnight delivery.</i>	
Closing Date:	
Is this a HARP loan? If so, it must be clearly identified on 1008, along with the type of appraisal required, if any	

Documents Required for Processing:

Appraisal: First 6 pages and addendum's, or AVM

If appraisal has been waived by AUS, need a copy of the AUS details.

Transaction Summary (1008): Must be complete and signed by an authorized lender contact.

Application (1003): Must be complete.

Title Search: Provide Lender copy (*must show vesting, legal description & our recorded lien*)

Credit Report: Provide Lenders copy.

Please send all requests to: subordinations@georgiasown.org or mail to **Georgia's Own Credit Union Attn: Lending Operations at 100 Peachtree Street, NW suite 2800, Atlanta, Georgia 30303**

Revised October 2019