



SUBORDINATION CHECK LIST

1. Approval letter containing the terms of the new 1st Mortgage
2. 1003 & 1008
3. Appraisal
4. A check for \$150 to process the request
5. A return address of where to send the completed Subordination

Exceptions: Certain streamline refinances do not require appraisal from the 1st mortgage Lender. In those cases we can waive the appraisal, however we will still need a current valuation of the property performed by the 1st mortgage lender.

Please fax all requests to:
Lending Department at (303) 278-2477
or mail to:
On Tap Credit Union
Attention Lending Department
816 Washington Avenue Golden CO 80401

If you have any questions concerning this matter, please feel free to call our office.