



## SUBORDINATION CHECKLIST

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

Exceptions: Certain streamline refinances do not require a full appraisal from the 1st mortgage lender. In those cases, we may waive the appraisal after review of the current property valuation utilized by the 1st mortgage lender.

Please send all requests to (emailed requests are preferred):

On Tap Credit Union  
Attention: Subordinations  
816 Washington Avenue  
Golden, CO 80401  
[loans@ontapcu.org](mailto:loans@ontapcu.org)