



## SUBORDINATION CHECKLIST

1. Approval letter containing the terms of the new 1st mortgage
2. Forms 1003 & 1008
3. Copy of appraisal/valuation used
4. \$150 processing fee
5. Confirmation of lender's name (as it should appear on the agreement)
6. Return address for the completed subordination

Exceptions: OTCU will review the the current property valuation utilized by the 1st mortgage lender for potential acceptance when a full appraisal was not conducted.

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)