



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 303.279.6414 and ask for our Lending Department.