



# ARLINGTON COMMUNITY FEDERAL CREDIT UNION

## Subordination Request Instructions

Please be advised that Arlington Community Federal Credit Union's loan Subordination Guidelines require a combined loan-to-value ratio (CLTV) of 95% or less. Requests outside of ACFCU Guidelines may be considered on a case by case basis. In addition, if the subordination request is approved, a subordination processing fee in the amount of \$275 \*\* will be required prior to the release of the executed Deed of Subordination.

### Required Documents

In order to avoid any delays in the closing of the new First Trust / Mortgage the following documents must be received by ACFCU no later than 15 days prior to the new loan settlement date:

- PDF copy of recent Appraisal showing the property valuation; If the new loan does not require an Appraisal (e.g. streamline refinance, PIW, etc.), please provide the AUS Findings or other documentation that indicates no Appraisal is required.
- Loan Application (1003).
- Loan Commitment Letter or 1008 confirming the dollar amount and terms of the new loan.
- First Trust Lender Credit Report (or Statement that this cannot be provided per G/L).
- Title Report, Title Insurance Binder or Title Policy showing verification of existing property liens.
- ACFCU will prepare a Deed of Subordination (DOS).
- Instructions on where to send the executed DOS – Usually a Shipping Waybill.

**Requests for subordinations will not be evaluated until all required documentation is received at ACFCU. Processing time after the full subordination package is received electronically is 14 days.**

Please email the complete submission package electronically to [RealEstate@Arlingtoncu.org](mailto:RealEstate@Arlingtoncu.org) ; Please DO NOT send a printed copy of the package via USPS. Packages sent via a printed copy may take longer to process.

### Subordination Fee\*\*

The Subordination Fee includes both processing the Approval and preparing Deed of Subordination. If the subordination process involves modifying a Home Equity Line of Credit, an additional Modification Fee in the amount of \$200 will be required.

**Payment must be received prior to the execution and release of the Subordination Agreement.** Please have the borrower execute the attached *Subordination Fee Disclosure* and return it to ACFCU as soon as possible.

**If you wish to have the executed document sent via 'Overnight Express', please provide a prepared FedEx or UPS Waybill.**

We would be happy to help you with any additional questions or concerns.

Equity Real Estate Department  
Arlington Community Federal Credit Union  
[RealEstate@Arlingtoncu.org](mailto:RealEstate@Arlingtoncu.org)  
703-526-0200  
Fax: 703-516-8177



ARLINGTON COMMUNITY  
FEDERAL CREDIT UNION

**SUBORDINATION FEE DISCLOSURE**

**DATE:** \_\_\_\_\_

**RE:** Home Equity Loan Subordination Fee

I/We, \_\_\_\_\_, acknowledge and authorize the assessment of a fee of \$275 for the approved subordination of my/our existing Home Equity Loan or Line Of Credit under membership account number \_\_\_\_\_.

If applicable, I/We further authorize that the required fee:

\_\_\_\_\_ be advanced from the available credit remaining on the home equity credit line.

\_\_\_\_\_ be deducted from available funds in my/our credit union membership account.

\_\_\_\_\_ be paid with the enclosed third party, personal or cashier's check. \*\*

\_\_\_\_\_ be paid with a credit card (VISA / MasterCard), number to be provided.

CARD NBR \_\_\_\_\_ EXPIRES \_\_\_\_\_ CSV \_\_\_\_\_

\*\* Payment by check is not preferred. If a third party check is to be received, please send the check ONLY via USPS. Do not send the entire subordination package via USPS.

Authorized by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date