

SUBORDINATION REQUEST CHECKLIST

***** INCOMPLETE PACKAGES WILL NOT BE PROCESSED*****

REQUESTER'S INFORMATION

Lender Name: _____	State: _____
Contact Name: _____	Lender Email: _____
Lender phone #: _____	Lender Fax #: _____
Customer's Name: _____	Customer's _____
Customer Acct #: _____	Address: _____

MORTGAGE INFORMATION – REQUIRED

<input type="checkbox"/> Current 1st Mortgage Information	Balance: _____ P/I Payment: _____ Term: _____
	Rate: _____ <input type="checkbox"/> ARM <input type="checkbox"/> Fixed <input type="checkbox"/> Balloon <input type="checkbox"/> Int Only
<input type="checkbox"/> Proposed 1st Mortgage Information	Institution's Exact Name: _____ <input type="checkbox"/> ARM <input type="checkbox"/> Fixed <input type="checkbox"/> Balloon <input type="checkbox"/> Int Only
	Loan Amt: _____ P/I Payment: _____ Term: _____
	Rate: _____ T/I Payment: _____

NOTE: The items listed above will be provided by the institution requesting the subordination or the title company handling the transaction. None of these items should be supplied by the borrower and any customer inquiries must be referred to the requesting institution.

ITEMS REQUIRED FOR CONDITIONAL APPROVAL

<input type="checkbox"/> 1003 – Final Application	<input type="checkbox"/> 1008 – Final Underwriting Summary	<input type="checkbox"/> LE, Closing Disclosure or Settlement Statement
<input type="checkbox"/> Current Appraisal- If No Appraisal, DU or LP Findings will be required	<input type="checkbox"/> Current Title Commitment w/ 1 st Mtg and TCF listed	
<input type="checkbox"/> Payoff letter of current 1 st mortgage. If loan has escrow account, letter must disclose if escrow balance is applied to payoff balance.	<input type="checkbox"/> \$300 subordination fee made payable to TCF is required to start the subordination process.	
All Subordinations packages need to be mailed/overnighted	<input type="checkbox"/> Line Amt is to be modified. New Line Amt: _____	

TCF CONTACT INFORMATION

Name: Subordination Group
Address: 1405 Xenium Lane N; Plymouth, MN 55441
Mail Code: PCC-2E-L
Email: rlsubs@tcfbank.com

CLOSING INSTRUCTIONS

Closing Date: _____
Closing address to send original subordination documents: _____ _____

ADDITIONAL INFORMATION

<ul style="list-style-type: none">Send the completed Subordination Package and Request Checklist along with the check for the Subordination Fee to the address in the TCF Contact Information Bank. Emailed or Faxed packages will not be accepted.Allow up to 15 days for the processing of all subordination requests. If all documentation and verification is not completed or if there are changes to the information provided, more time will be required to process your request. Subordination approvals are valid for 60 days.If a modification to the TCF loan or line of credit is required, an Original Modification Agreement must be signed by the customer and returned prior to TCF releasing the subordination.An approved and executed Subordination Agreement can be sent by TCF via UPS or Fed Ex. Please provide your UPS or Fed Ex account number below or send a prepaid shipping label.
UPS Acct #: _____ FED EX Acct #: _____

FOR TCF USE ONLY:

<input type="checkbox"/> Approved	<input type="checkbox"/> Subordination	Final Combined LTV: _____
<input type="checkbox"/> Denied	<input type="checkbox"/> Modification	Modification Amount: _____