



Subordination Request Cover Sheet & Instructions

General Instructions

Requests to subordinate a Medallion Bank fixture filing to a mortgage loan should be submitted using this form. We will process the request upon receipt of a completed Subordination Request Package (form plus additional documentation) and the subordination processing fee.

Subordination Request Package

The request package should include a completed cover sheet and the following additional materials:

- A Uniform Residential Loan Application (Form 1003) which must include the borrower's name, date of birth, Social Security Number, address, employer and income (if the mortgage is a *Streamline* request, employment and income may be disclosed separately).
- A copy of the Good Faith Estimate (GFE).
- A copy of the borrower's title report.
- A copy of the property appraisal. If an appraisal is not included, we will use our own methods to establish a value for the property.

The time from submission to decision is generally 2-3 business days. The time from an approval to us sending a completed subordination agreement is approximately 1 business day.

Subordination Fee and Payment

The processing fee for a subordination request is **\$150**. This fee is due with the submission of the completed subordination request package and is non-refundable. Payment of the fee does not guarantee an approval of the subordination request.

Payment of the processing fee should be made by check. Please mail the check, payable to Medallion Bank, with the complete Subordination Request Package. Send everything to the address on the attached Cover Sheet.

Questions?

Please call us at (425) 368-9200 or email us at homeimprovement@medallionbank.com.



Medallion
BANK

Subordination Request Package Cover Sheet

Borrower Name(s): _____

Medallion Bank Loan Number: _____

Person Coordinating the Subordination Request

Contact Name: _____ Phone: _____

Contact Email: _____

Lender Requesting Subordination

Name of Lender: _____

Address of Lender: _____

Address to mail Subordination Agreement (if different than above):

Please provide an overnight shipping label of your choice.

Reason for refinance (*e.g., rate reduction, changing from ARM to fixed rate, reduced/longer term*):

Is there cash out? Yes No If Yes, how much and what is the purpose?

\$ _____

CURRENT Mortgage Information:

Loan Amount: \$ _____

Interest Rate: _____ %

Loan Term: _____ years

Adjustable or Fixed Rate

Please send complete file to us by US Mail or overnight at:

Medallion Bank
22232 17th Avenue SE, Suite 308
Bothell, WA 98021
Attn: Subordinations