

# Subordination Requirements

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## DEED OF TRUST

In order to consider a request for subordination of our Deed of Trust to your proposed mortgage loan, the following information is required to be delivered to Salal by mail:

1. Payment of \$100.00 fee for completion of subordination. Please reference our borrower's name and loan number on the check.
2. Request for subordination on Lender's company letterhead. Please include:
  - Lender contact information.
  - The new Lienholder's full name, as it would appear on the Subordination Agreement.
  - Items being sent over to Salal from Lender (e.g. Appraisal, Title Commitment, etc.)
3. Return mailing address for Subordination form. If overnight mail is requested, you will need to provide an overnight shipping label.
4. Form 1003 Mortgage Application or equivalent.
5. Copy of the Title Commitment showing current vesting and recording information for Salal Credit Union Deed of Trust.
6. Lender Approval letter showing the new loan amount.
7. Full appraisal report showing the current market value. If appraisal is not required due to HARP or a Streamline Refinance, provide underwriting findings reflecting this waiver.

Items 1-7 are required to be in the same mailing envelope. Failure to do so may result in delay.

Allow approximately two (2) weeks for turnaround. Salal will draft and execute a Subordination Agreement. We do not accept other agreements.

## SEND DOT SUBORDINATION REQUEST PACKAGE TO:

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### MAILING ADDRESS:

Salal Credit Union  
Attn: Mortgage Servicing Department  
PO Box 75029  
Seattle, WA 98175-0029

### OVERNIGHT ADDRESS:

Salal Credit Union  
Attn: Mortgage Servicing Department  
9706 4th Ave NE, Suite 400  
Seattle, WA 98115

For questions on the above requirements, contact the Mortgage Servicing Department at **800.562.5515** ext. **8906**.

