



Subordination Requirements

The following items **must be submitted in full** before a subordination request will be considered. **Incomplete packages will not be accepted and returned to sender.** We will make every effort to accommodate your request in a timely manner, however, please allow a minimum of **7 business days** for processing your paperwork. Please be advised the **\$250.00 fee** is non-refundable regardless if the subordination request is approved, denied or the new financing does not close.

Your subordination request package must include:

- 1] Form 1008** . Uniform Underwriting and Transmittal Summary and FICO Scores
- 2] Form 1003** . Copy of Credit Loan Application
- 3] Property Appraisal** . only the first two pages of the Property Appraisal Report or AVM
- 4] Income Verification** . Tax Returns [if self-employed]
- 5] Title Commitment/Search** . first 3-5 pages only
- 6] AUS/LP/DU Findings**
- 7] Credit Report**
- 8] \$250.00 check** . Make check payable to: **INSIGHT CREDIT UNION**
- 9] UPS or FEDEX label or Self-Addressed Return Envelope** . if you wish to overnight your subordination agreement, please include a self-addressed air bill & envelope, complete with your billing number to include pick-up fee. All other requests will be returned via the US Postal Service.

Please mail your completed package to:

Overnight Mail

Insight Credit Union
Attn: Mortgage Department
270 Winding Hollow Blvd.
Winter Springs, FL 32708

US Postal Service

Insight Credit Union
Attn: Mortgage Department
P.O. Box 4900
Orlando, FL 32802

If you have any questions, please call us at 407.426.6000 or toll-free 888.843.8328. Our office hours are: Monday - Friday, 9:00am - 5:00pm (EST).