

Subordination Request Requirements

Please forward the following:

1. A copy of a current appraisal or DU approval/appraisal waiver
2. A copy of the escrow or loan instructions detailing the new loan
3. A copy of the preliminary title report
4. A copy of the 1008 and the 1003
5. A written request from our borrower for the subordination, including a detail of any debt to be paid off with the new loan
6. The completed subordination agreement (we accept CTLA Subordination Form A)
7. A \$250.00 processing fee (check or written authorization from borrower to withdraw from account)
8. Provide a return label (FedEx ,UPS etc.)

The estimated processing time is **7-10 business days**

***Our goal is to provide great service in a timely manner, however if the documentation requested is not received with the initial request, this will in fact delay our processing time.**

The Subordination requests should be mailed to:

Southland Credit Union
P.O. Box 3003
Los Alamitos, CA 90720
Attn: Consumer Lending

Or Express Mail to:

Southland Credit Union
10701 Los Alamitos Blvd
Los Alamitos, CA 90720
Attn: Consumer Lending

Should you require further assistance, please contact the Southland Credit Union Lending Department at (800) 426-1917.