Borrower Name: Loan Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Borrower Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Third Party, if applicable:­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address of Third Party : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUORUM FEDERAL CREDIT UNION**

2500 Westchester Avenue, Suite 411, Purchase NY 10577.

[mls@quorumfcu.org](mailto:mls@quorumfcu.org)

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Quorum Federal Credit Union will be responsible for the review, approval, and execution of all Subordinations.

No cash out refinances (closing costs allowed but limited to a maximum of 3% of the outstanding UPB)

Loan must be current

Submit subordinations requests digitally to mls@quorumfcu.org or by mailing a package to QFCU Subordinations, 2500 Westchester Avenue, Suite 411, Purchase NY 10577.

Checklist of required materials:

\_\_\_\_\_\_ Copy of credit report (no greater than 60 days old)

\_\_\_\_\_\_ Full loan application (Form 1003)

\_\_\_\_\_\_ Copy of Commitment Letter

\_\_\_\_\_\_ Copy of Appraisal (no greater than 60 days old)

\_\_\_\_\_\_ Copy of Title Search (no greater than 60 days old)

\_\_\_\_\_\_ Full name and address of new lender (as it is to appear on final subordination agreement)

\_\_\_\_\_\_ Check made payable to “Quorum Federal Credit Union” in the amount of $75.00. The check should include a description that this is for a subordination fee. When submitting digitally, please mail check to: QFCU Subordinations, 2500 Westchester Avenue, Suite 411, Purchase NY 10577.

\_\_\_\_\_\_ Return shipping label for the delivery of subordination document

The average turnaround time for review and approval is 15 business days.

\*Please be advised additional docs maybe required. We will advise if necessary.

\*\*Any exceptions to the above requirements must be addressed in writing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Requestor)