

**SUBORDINATION REQUEST**  
**Attn: Tarrah Jones Grubbs**  
**Knoxville TVA Employees Credit Union**  
**Real Estate Lending**  
**1409 Centerpoint Boulevard**  
**Knoxville, TN 37934**  
Email: [homeloans@tvacreditunion.com](mailto:homeloans@tvacreditunion.com)  
Phone (865) 544-5409 Fax (865) 544-5698

**All requests are reviewed to ensure the existing KTVAECU loan will remain within the mortgage terms and guidelines of the original loan agreement.**

**Required information to process request: (must be sent via overnight or regular mail to the above address).**

- Uniform Residential Loan Application (completed and signed 1003)
- Underwriting Transmittal Summary (completed 1008)
- Closing Disclosure or Loan Estimate (signed by borrower)
- Provide the full residential appraisal report.
- Preliminary Title Search, no more than 30 days old (to include vesting, legal, recording info).
- Submit **\$200** subordination fee (**non-refundable**) payable to Knoxville TVA Employees Credit Union.
- Prepared Subordination Agreement (must include new loan amount)
- Provide a pre-paid FedEx label and return envelope. If pre-paid courier air-bill is not provided, all correspondence will be sent via United States Postal Service.
- Submit the Member(s) signed Subordination Certification and Authorization form (page 3).
- **Fax or email a copy of the recorded Trust Deed, to KTVAECU.**

**BORROWER INFORMATION:**

Borrower Name: \_\_\_\_\_ SS# \_\_\_\_\_

Co-Borrower Name: \_\_\_\_\_ SS# \_\_\_\_\_

Borrower(s) Contact Phone#: (cell) \_\_\_\_\_ (home) \_\_\_\_\_

Collateral Address: \_\_\_\_\_

KTVAECU Account #: \_\_\_\_\_

New Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Current 1<sup>st</sup> Mortgage Lender: \_\_\_\_\_

Current 1<sup>st</sup> Mortgage Account: # \_\_\_\_\_

Current 1<sup>st</sup> Mortgage balance: \$ \_\_\_\_\_

Proposed loan amount: \$ \_\_\_\_\_

Current Payment (P&I): \$ \_\_\_\_\_

Proposed Payment (P&I): \$ \_\_\_\_\_

Current Interest Rate: \_\_\_\_\_ %

Proposed Interest Rate: \_\_\_\_\_ %

Current 1<sup>st</sup> Mtg Loan type:

Proposed 1<sup>st</sup> Mtg Loan type:

Fixed [ ]  
ARM [ ]  
Balloon [ ]  
HELOC [ ]

Fixed [ ]  
ARM [ ]  
Balloon [ ]  
Rate/Term refi [ ]  
Cash/Out refi [ ]

Rev: 2020.01.01

Current 1<sup>st</sup> Mtg term:  
Less than 15 years [ ]  
15 years [ ]  
20 years [ ]  
30 years [ ]

Proposed term:  
Less than 15 years [ ]  
15 years [ ]  
20 years [ ]  
30 years [ ]

Lowest middle representative credit score: \_\_\_\_\_

Est. Closing Date: \_\_\_\_\_

If the proposed loan is a cash out refinance, the cash out amount is: \$ \_\_\_\_\_

Reason for cash out: \_\_\_\_\_  
(To evaluate the loan for approval, tax returns, paystubs and W-2s may be required).

Will any proceeds from the new loan be going to pay down or reduce the balance of this account?

Yes[ ] No[ ]

If yes, how much will be paid toward the loan balance? \$ \_\_\_\_\_

**As the lender's representative, my signature verifies the provided information is true and accurate.**

\_\_\_\_\_  
**Lender Contact Signature**

\_\_\_\_\_  
**Date**

**ADDITIONAL INFORMATION:**

- Emailed or faxed packages will not be accepted.
- Allow up to 15 days for the processing of all subordination requests. If all documentation and verification is not completed or if there are changes to the information provided, more time will be required to process your request.
- Subordination approvals are valid for 45 days.
- **KTVAECU mailing address has changed to:  
1409 Centerpoint Boulevard, Knoxville TN 37934**

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***For KTVAECU Underwriting, only:***

[ ] Approved

[ ] Denied

[ ] Denied Reason: \_\_\_\_\_

[ ] HELOC limit to be modified by decreasing the limit. New HELOC limit: \$ \_\_\_\_\_

Final Combined LTV: \_\_\_\_\_ % DTI: \_\_\_\_\_ / \_\_\_\_\_ %

UW comments:

\_\_\_\_\_  
Underwriter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Real Estate Lending

\_\_\_\_\_  
Date

**SUBORDINATION CREDIT AND WITHDRAW OF FUNDS  
AUTHORIZATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Member(s) request KTVAECU to withdraw the \$200.00 NON-REFUNDABLE processing fee, from the Credit Union account number and suffix below. By signing below, you are giving authorization to deduct \$200.00 from your account to pay for the request.

KTVAECU ACCT #: \_\_\_\_\_

\_\_\_\_\_  
Primary Member Signature                          Date

\_\_\_\_\_  
Co-Member Signature    Date

Member(s) request KTVAECU to consider subordinating the current HELOC to the new 1<sup>st</sup> mortgage lender. By signing below, the member(s) acknowledge the following are applicable to the processing and underwriting of the request:

- \$200 NON-REFUNDABLE processing fee, whether the subordination is approved or not, and whether the terms are acceptable or not by all parties.
- To remain within the original terms of the home equity loan agreement, KTVAECU may modify the terms of the HELOC by decreasing the credit limit.
- The approval process will NOT begin until the fee is paid in full.
- If the subordination request has been completed, and the member changes lenders or if any other change is requested, an additional fee may be applicable.
- When applicable for a cash-out transaction, I (we) authorize KTVAECU to request an updated report of our credit history from the credit bureau.

\_\_\_\_\_  
Primary Member Signature

\_\_\_\_\_  
Co-Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date