



**SUBORDINATION REQUEST CHECKLIST**

\*\*\*\*\* **INCOMPLETE PACKAGES WILL NOT BE PROCESSED**\*\*\*\*\*

**REQUESTER'S INFORMATION:**

Lender Name (as it should appear on subordination) \_\_\_\_\_

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

Mailing Instructions, including Name, Address, and Phone Number of Contact Person:

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

**SUBORDINATE LOAN INFO:**

Subordinate loan type: Choose an item. Subordinate loan # \_\_\_\_\_

Borrowers names exactly as they appear on our mortgage: \_\_\_\_\_

Subordinate Loan Amount: \$ \_\_\_\_\_

Recording Date, Book and Page: \_\_\_\_\_

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

**MORTGAGE INFORMATION – REQUIRED**

**Current 1<sup>st</sup> Mortgage Information**

Loan type Choose an item. Balance: \_\_\_\_\_ P/I Payment: \_\_\_\_\_ Term: \_\_\_\_\_ Rate \_\_\_\_\_

**Proposed 1<sup>st</sup> Mortgage**

Loan type Choose an item. Balance: \_\_\_\_\_ P/I Payment: \_\_\_\_\_ Term: \_\_\_\_\_ Rate \_\_\_\_\_

Appraised value \$ \_\_\_\_\_

**ITEMS REQUIRED FOR CONDITIONAL APPROVAL**

- 1008 – Final Underwriting Summary
- 1003 – Final Application
- Commitment Letter
- Letter of Request from the Borrower
- Current Appraisal- If No Appraisal, DU or LP Findings will be required.
- Income documentation used to calculate the borrower's monthly qualifying income
- Copy of current homeowner's insurance binder/policy with annual premium
- Copy of Flood Hazard Determination Form and Copy of Flood Insurance Policy if property is located in Flood Zone A or V
- \$200 subordination fee made payable to North Easton Savings Bank is required to start the subordination process.

- Send the completed Subordination Package and this Request Checklist along with the check for the Subordination Fee to: **North Easton Savings Bank, 20 Eastman Street, South Easton, MA 02375**  
**Attn; Subordination request dept.** OR Complete package can be emailed to:  
[subordinationrequests@northeastonsavingsbank.com](mailto:subordinationrequests@northeastonsavingsbank.com)
- Allow up to 10 days for the processing of all subordination requests.. Subordination approvals are valid for 60 days. We will email you our decision along with a copy of subordination (if approved).
- An approved and executed Subordination Agreement can be sent by North Easton Savings Bank via UPS or Fed Ex with a prepaid shipping label, otherwise agreement will be sent regular mail.

<b>For internal use only;</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date: _____	
Subordination amount\$ _____	
CLTV _____	DTI _____
_____	_____
Underwriter signature	Officer signature