

Subordination Agreement Requirements

1. Loan commitment letter
2. Loan Estimate showing loan terms and costs
3. Current appraisal property valuation report (no greater than 90 days) that will be used to determine the value of the subject property for financing. If an alternative valuation will be used to determine value (Fannie DU/Freddie LP etc.) a current copy of the findings with waiver being used.
4. Uniform Residential Loan Application (Form 1003)
5. Uniform Underwriting and Transmittal Summary (Form 1008)
6. Preliminary Title Report
7. Signed Borrower's Authorization to release information
8. Subordination fee of \$300.00 payable to Educational Systems FCU
9. Prepaid return label for original document **NOTE: If using UPS, please include a return envelope**

Documents must be emailed to us at mortgageservicing@esfcu.org or overnighted to:

Educational Systems FCU, Attn: Mortgage Servicing
7500 Greenway Center Drive, Suite 1400
Greenbelt, MD 20770

Upon receipt of a complete package and the subordination fee received and cleared, please allow for a 15 business day turnaround time. If additional information is needed please contact us. Thank you.

Mortgage Servicing
(301) 779-8500 ext. 4045 or (800) 356-6660 ext. 4045
mortgageservicing@esfcu.org