



## **Subordination Requirements**

The following items **must be submitted in full** before a subordination request will be considered. **Incomplete packages will not be accepted and returned to sender.** We will make every effort to accommodate your request in a timely manner, however, please allow a minimum of **21 business days** for processing your paperwork. Please be advised the **\$250.00 fee** is non-refundable regardless if the subordination request is approved, denied or the new financing does not close.

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### **Your subordination request package must include:**

- 1] Form 1008** - Uniform Underwriting and Transmittal Summary and FICO Scores
  - 2] Form 1003** - Copy of Credit Loan Application
  - 3] Property Appraisal** - only the first two pages of the Property Appraisal Report or AVM
  - 4] Income Verification** - Tax Returns [if self-employed]
  - 5] Title Commitment/Search** - first 3-5 pages only
  - 6] AUS/LP/DU Findings**
  - 7] Credit Report**
  - 8] \$250.00 check** - Make check payable to: **INSIGHT CREDIT UNION**
  - 9] UPS or FEDEX label or Self-Addressed Return Envelope** - if you wish to overnight your subordination agreement, please include a self-addressed air bill & envelope, complete with your billing number to include pick-up fee. All other requests will be returned via the US Postal Service.
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Please mail your completed package to:

#### **Overnight Mail**

Insight Credit Union  
Attn: Mortgage Department  
480 S. Keller Road  
Orlando, FL 32810

#### **US Postal Service**

Insight Credit Union  
Attn: Mortgage Department  
P.O. Box 4900  
Orlando, FL 32802-4900

If you have any questions, please call us at 407.426.6000 or toll-free 888.843.8328. Our office hours are: Monday - Friday, 9:00 AM - 5:00 PM (Eastern Standard Time).