

Requirements and Checklist for Energy Efficient Loan Subordinations



If your request is granted, the UCC filing will be terminated and re-recorded 45 days after approval. If you have not closed within this timeframe you will be required to submit a new request including the non-refundable fee.

Requests are subject to a non-refundable subordination processing fee of **\$150.00**. Processing may take up to 20 business days. You will be notified via email of our decision.

To obtain a secured link that can be used to upload a PDF packet of the required items, send your request for the secured link to: subordinations@westerracu.com. State in the subject line "Energy Efficient Subordination Request" and the Borrower's name.

Subordination fees must be paid with the request and can be paid by either of the following methods:

1. Make a deposit for the fee to your share account. Once the funds are available in the account, send a secure message through online banking requesting that the funds be debited from the account for the subordination fee. Note "Subordination" in the subject line.
2. Overnight a check to:
Westerra Credit Union
Attention: Subordinations - Department C
3700 E Alameda Avenue
Denver, CO 80209

Borrower's Name(s): _____
Property Address: _____
Loan Number: _____

Requestor's Information

Company Name: _____
Contact Person Name: _____
Address: _____
Email: _____
Phone: _____

New Mortgage Information

Mortgage Lender Name: _____
Mortgage Loan Amount: _____
Borrower's Full Name(s): _____
Estimated Closing Date: _____

You must include the following documents with this completed and signed form:

- Signed Borrower's Authorization to Release Information
- Preliminary Title Report (must show vesting, legal description, effective date and recorded UCC)
- Copy of the Recorded UCC

To avoid processing delays, please ensure that all required documents, information, and the non-refundable fee is included in your initial request.

By signing below, I certify all information provided related to the subordination request is true and correct to the best of my knowledge.

Requestor Signature: _____ **Date:** _____