



3700 E Alameda Ave  
Denver, CO 80209

### HELOC Subordination Request Form

Westerra Credit Union (WCU) will consider requests for subordination of Equity Loans (Fixed Equity Loans and Home Equity Lines of Credit) after a thorough review. Second homes and investment properties will be considered on a case-by-case basis. WCU will not be responsible for any additional fees or expenses due to the processing of the subordination request. **Required Items needed for the consideration of your request:**

- ☐ Completed Subordination Request Form (use this form as your cover sheet)
- ☐ Payment of the \$150 non-refundable subordination fee; this must be received before the Subordination request will be reviewed. The funds must be paid using one of the following methods:
  - ☐ 1) Our member can call 303-321-4209 and request a transfer from their Westerra Credit Union account or the member can make a one time pay-by-phone payment.
  - ☐ 2) Overnight a check to: Westerra Credit Union, Attention: Subordinations Department C, 3700 E Alameda Ave Denver, CO 80209 *Phone number: 303-321-4209*
- ☐ Copy of third party lender appraisal (copy of Automated Underwriting System approval acceptable to WCU without an appraisal). Third party lender appraisal fees may be applicable.
- ☐ Subordination Agreement (provided by the Lender requesting the subordination)
- ☐ Copy of preliminary title work **(There must be verbiage stating we are subordinating our Deed of Trust)**
- ☐ 1003 - Uniform Residential Loan Application
- ☐ 1008 - Uniform Underwriting Approval or Transmittal Summary (FICO & Income must be listed)
- ☐ Preliminary Loan Estimate worksheet or the preliminary Closing Disclosure
- ☐ FedEx envelope label. We do not use USPS Express or any other courier. If you use UPS you will need to provide a return label and a UPS envelope. If UPS is not used, or a FedEx label is not provided, the subordination will be sent through regular USPS mail.
- ☐ **TO OBTAIN A SECURED LINK THAT YOU CAN USE TO UPLOAD A PDF PACKET OF THE REQUIRED ITEMS ABOVE, SEND YOUR REQUEST FOR THE SECURED LINK TO: [subordinations@westerracu.com](mailto:subordinations@westerracu.com).**

First Name		Last	Suffix	Westerra Loan Number	
Subject Property Street Address for Subordination			City	State	Zip Code
Appraised Value \$	Amount of Cash Out \$	Reason for Cash Out			
Purpose for Refinance: Rate or Term Reduction, etc.				Closing Date (MM/DD/YY)	
Requestor's Exact Name		Requestor's Contact Name			
Requestor's Email Address		Requestor's Phone No.		Requestor's Fax No.	

#### WCU Next Steps

- Please allow up to 20 business days for processing from the date we receive all required documentation.  
**Requests cannot be processed until the non-refundable fee and all required items are received.**
- Approved subordination requests will be sent using the means described with FedEx envelope & label provided.
- Contact the Credit Union at [subordinations@westerracu.com](mailto:subordinations@westerracu.com) for assistance.