



375 Union Blvd.
Lakewood, CO 80228

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, 375 Union Blvd. Lakewood, CO 80228 *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.**

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 for assistance.