

# Subordination Requirements

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## DEED OF TRUST

In order to consider a request for subordination of our Deed of Trust to your proposed mortgage loan, the following information is required to be delivered to Salal for review:

1. Payment of \$100.00 fee for completion of subordination. Please reference our borrower's name and loan number on the check or call 800.562.5515 for payment by phone. Payment must be received within 5 days of documents.
2. Request for subordination on Lender's company letterhead. Please include:
  - Lender contact phone number and email address. This will be used if we have any questions about the documents we received.
  - The new Lienholder's full name, as it would appear on the Subordination Agreement.
  - Items being sent over to Salal from Lender (e.g. Appraisal, Title Commitment, etc.)
3. Return mailing address for Subordination Agreement. If overnight mail is requested, you will need to provide an overnight shipping label.
4. Form 1003 Mortgage Application or equivalent.
5. Copy of Desktop Underwriter Findings or Equivalent
6. Copy of Credit Report
7. Copy of the Title Commitment showing current vesting and recording information for Salal Credit Union Deed of Trust.
8. Lender Approval letter showing the new loan amount.
9. Copy of full appraisal report showing the current market value. If appraisal is not required due to HARP or a Streamline Refinance, provide underwriting findings reflecting this waiver.

Items 1-9 are required in the same request to avoid delay.

Allow approximately two (2) weeks for turnaround from the time of receiving all required documents including fee (rush requests will not be accepted). Salal will draft and execute a Subordination Agreement. We do not accept external agreements. Agreements will be completed in order of those received with requirements listed above.

### **SEND COMPLETE DEED OF TRUST SUBORDINATION REQUEST TO:**

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Payments must be received within 5 days of receiving documentation.

**EMAIL ADDRESS:**  
subordinations@salalcu.org

**MAILING ADDRESS:**  
Salal Credit Union  
Attn: Consumer Loan Servicing  
PO Box 75029  
Seattle, WA 98175-0029

**OVERNIGHT ADDRESS:**  
Salal Credit Union  
Attn: Consumer Loan Servicing  
9706 4th Ave NE, Suite 400  
Seattle, WA 98115

For questions, please contact [subordinations@salalcu.org](mailto:subordinations@salalcu.org).

