

Please complete all sections and submit with all requested items. Loan terms must match across all documents.

**The following items must be included in your request:**

- Completed Subordination Request Form
- Unpaid principal balance (UPB); Interest rate; Term; and Principal, Interest, Tax, and Insurance (PITI) of the existing 1st lien that is getting paid off
- Completed FNMA form 1008-Underwriting Transmittal Summary
- Completed FNMA form 1003-Uniform Residential Loan Application
- Loan Estimate
- Lenders Approval Letter
- Closing Disclosure
- Title Commitment—must show vesting, legal description, effective date and our recorded lien(s)
- Property Appraisal, BPO, or Electronic Valuation (or a waiver stating a valuation is not required)
- Current Verification of Employment (omit if HARP)
- Third Party Authorization form signed by the borrower(s)
- New lien holders name exactly the way it should appear on the subordination document
- Fed Ex or UPS shipping label

**Is There a Fee?**

7 *Servicing* will assess you a fee of \$250 depending on state and contractual limitations. Fees are only charged for approved Mortgage Loan Recasts. 7 *Servicing* will discuss fee payment options with you.

All subordinations are expedited and worked as soon as possible. Current completion timeframe is 12–15 business days.

Please be advised if the subordination request package is incomplete and/or inaccurate, any missing and/or corrected items should be received within 30 calendar days or the request will be closed and the package in its entirety must be resubmitted. If loan terms change, updated and accurate loan documents must be submitted.

Please send payment payable to 7 *Servicing*, all required documents, and completed checklist to:

**Mailing Address:**

7 *Servicing*  
ATTN: Subordination Requests  
2077 Town Center Blvd, Suite 304  
Knoxville, TN 37922

**Overnight Address:**

7 *Servicing*  
ATTN: Subordination Requests  
2077 Town Center Blvd, Suite 304  
Knoxville, TN 37922

**What should I do if I have additional questions?**

If you need a payoff statement, or have questions or concerns, please call us at 877.313.9677, Monday–Friday, 9:00 AM–5:00 PM ET to speak with one of our friendly and knowledgeable customer service representatives.



# SUBORDINATION REQUEST FORM

Please complete all sections of this form.

## Account Information

\_\_\_\_\_  
Loan Number

\_\_\_\_\_  
Borrower 1

\_\_\_\_\_  
Borrower 2

\_\_\_\_\_  
Property Address Street / City / State / zip

## Requestor Contact Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

## Shipping Details

Prepaid shipping label included:  Fed Ex  UPS

\_\_\_\_\_  
Shipping Account Number

## New 1st Mortgage Information

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Lien Holder Name

\_\_\_\_\_  
Loan Amount Payment P&I

\_\_\_\_\_  
Rate Term

- Yes  No Request is part of Homeowners Affordability Refinance Plan (HARP)
- Yes  No Request is part of Homeowners Affordability Modification Plan (HAMP)

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