

## 1 – Completely Fill Out and Print this Form

- All sections of this form are required to be filled out completely
- Only typed forms may be submitted
- For convenience, this PDF form may be filled out electronically and then printed for submission

## 2 – Subordination Documents Checklist

Each of the following documents must be included in your subordination submission:

- One** of the following: a customer's signed Commitment Letter, **OR** a customer's signed Closing Disclosure, **OR** a customer's signed Loan Estimate, showing the name of the new lender
- A copy of the form 1003 Loan Application **AND** a copy of the form 1008 Underwriting Transmittal Summary, each with the new loan amount
- A check in the amount of **\$250.00, payable to Symmetry Lending**
- A Preliminary Title Report, Section B1 that shows vesting, legal description, and recorded lien(s)
- A FedEx or UPS shipping label with delivery instructions
- Valid payoff statement for the 1<sup>st</sup> lien
- Current mortgage statement
- A subordination agreement – **MUST** be prepared by a third party. Symmetry Lending will review the agreement to determine whether it is acceptable.

## 3 – Submit Your Documents to Symmetry Lending

Send this completed form, along with all required documents and fees, to Symmetry Lending at the following address:

**Symmetry Lending**  
**Attn: Subordinations**  
**775 Prairie Center Drive**  
**Suite 250**  
**Eden Prairie, MN 55344**

Upon receipt of an accurate and complete subordination package, the standard processing time is five (5) to ten (10) business days. An incomplete subordination package will be returned to the sender.

## 4 – A Subordination Request Will Not be Considered When:

- Any of the required documents are missing or incomplete. Incomplete subordination packages will be returned to the sender.
- The new 1<sup>st</sup> mortgage is an interest-only or negative amortization product.
- The new 1<sup>st</sup> mortgage loan amount exceeds 103% of the unpaid principal balance.
- There is a request to modify the HELOC. (These require a complete refinance.)
- The property is no longer owner occupied.

## 5 – Status Updates

For information concerning the status of your subordination submission, please send your requests to [subordinations@symmetrylending.com](mailto:subordinations@symmetrylending.com).

## Information Required for Subordination

Name of New Mortgage Company: \_\_\_\_\_ Requested by (not customer): \_\_\_\_\_

Requestor's Phone Number \_\_\_\_\_ Requestors Email Address \_\_\_\_\_

Mortgagee Name HELOC (per county records) \_\_\_\_\_ HELOC Account # \_\_\_\_\_

Customer Name \_\_\_\_\_

Collateral Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\$ \_\_\_\_\_ New Mortgage Amount      \$ \_\_\_\_\_ Collateral Value

**Symmetry should send subordination to:**  
(NOTE: Overnight Delivery is NOT available to PO Boxes)

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

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

## Mortgage Information

Streamlined Refinance:  Yes  No

Product Type:  Fixed  ARM      If ARM, List Type: \_\_\_\_\_

Interest Rate: \_\_\_\_\_ %      PI Monthly: \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_