



## **SUBORDINATION CHECKLIST**

1. Approval letter containing the terms of the new 1<sup>st</sup> Mortgage
2. 1003 & 1008
3. Appraisal
4. A check for \$150 to process the request
5. A return address of where to send the completed Subordination

Exceptions: Certain streamline refinances do not require appraisal from the 1<sup>st</sup> mortgage Lender. In those cases, we can waive the appraisal, however we will still need a current valuation of the property performed by the 1<sup>st</sup> mortgage lender.

Please send all requests to:  
On Tap Credit Union  
Attention: Lending Department  
4690 Table Mountain Drive, Ste 200  
Golden, CO 80403  
[loans@ontapcu.org](mailto:loans@ontapcu.org)