

# SUBORDINATION INSTRUCTIONS



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
- \$250 Check Payable to RoundPoint Mortgage Servicing LLC\*
- Unpaid principal balance (UPB), interest rate, term, and principal/interest/tax/insurance (PITI) of the existing 1<sup>st</sup> lien that is getting paid off
- Completed form 1008 - Underwriting Transmittal Summary
- Completed form 1003 - Uniform Residential Loan Application
- New Lenders Approval Letter or loan estimate
- Preliminary 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

All subordinations are expedited and worked as soon as possible. Current completion time-frame 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 business 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.

\*There is a \$250.00 non-refundable processing fee due at the time of submission for the states listed below. If the subject property is not in one of the following states, or the subject property is backed by an FHA-insured loan, no fee is required. This fee is charged for the submission and is not dependent on approval or denial.

Alaska	Kentucky	New York	Utah
Arkansas	Louisiana	North Dakota	Vermont
Connecticut	Missouri	Ohio	Virginia
Delaware	Montana	Oregon	Washington
Florida	Nebraska	Rhode Island	Washington, DC
Georgia	Nevada	South Carolina	West Virginia
Hawaii	New Hampshire	South Dakota	
Idaho	New Mexico	Tennessee	

Please send payment payable to RoundPoint Mortgage Servicing LLC, all required documents, and completed checklist to RoundPoint Mortgage Servicing LLC:

**Email:**  
partial\_releases\_subordinations@roundpointmortgage.com

**Fax Toll-Free:**  
877-776-1112

**Mailing Address:**  
RoundPoint Mortgage Servicing LLC  
ATTN: Subordination Requests  
P.O. Box 19409  
Charlotte, NC 28219-9409

**Overnight Address:**  
RoundPoint Mortgage Servicing LLC  
ATTN: Subordination Requests  
446 Wrenplace Road  
Fort Mill, SC 29715

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

If you need a payoff statement, or have questions or concerns, please call us at 877-426-8805. Representatives are available Monday through Friday from 8:00 AM until 9:00 PM and Saturday from 10:00 AM until 3:00 PM Eastern Time.

# SUBORDINATION REQUEST FORM



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

## Customer Contact Information

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

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

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

Property Address: \_\_\_\_\_

Street, City, State and Zip Code

## Requestor Contact Information

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Shipping Details

Prepaid Shipping Label included

Fed Ex     UPS    Shipping Account Number: \_\_\_\_\_

## New 1<sup>st</sup> 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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