



# Credit Union Subordination Request Form

Navy Federal Credit Union will consider requests for subordination of Equity Loans (Fixed Equity Loans and Home Equity Lines of Credit) after a thorough review. Second homes and investment properties will be considered on a case-by-case basis. Navy Federal Credit Union will not be responsible for any additional fees or expenses due to the processing of the subordination request.

**Our review of the request may result in requiring the modification of loan terms or in the refusal to subordinate.**

**Mail required items, including check, to:**

Navy Federal Credit Union  
 REL Collateral Risk – Attn: Subordination Team  
 5550 Heritage Oaks Drive  
 Pensacola, FL 32526

**Electronic Submissions:**

For third party to send electronic subordination request, please upload all required documents to: <https://docup-employee.apps.digital-prod2-eus.labs.nfcu.net/docup/thirdparty>  
 For member to send electronic subordination request, please upload all required documents to: <https://digitaluploads.navyfederal.org/uploadportal/sdu/cr>

**Required Items**

- Completed Subordination Request Form (use this form as your cover sheet)
- Check for a \$150 non-refundable subordination fee or written approval from member to withdraw the fee from their NFCU savings or checking account, including the last four digits of the account. If there is more than one Navy Federal Equity Loan against the same property being subordinated at the same time, only one fee will be charged.
- Copy of appraisal or AVM for subject property, if required for new closing
- Subordination Agreement,\* prepared by attorney or title company  
**Note:** All subordinations must be updated to include verbiage indicating the new loan amount is **not to exceed** the amount indicated
- Copy of preliminary title work
- Copy of note or current statement for the existing first mortgage being paid off
- Copy of payoff request for the existing first mortgage being paid off
- 1003\* - Uniform Residential Loan Application
- 1008\* - Uniform Underwriting Approval or Transmittal Summary
- Closing Disclosure\* or Loan Estimate,\* completed with all loan terms and payoff information
- Postage-paid Express Mail, UPS, or FedEx envelope or label (FedEx is preferred)

\*Please ensure the loan amount, interest rate, terms, and product match on these documents.

**Please note, incomplete packages of 3 or more missing documents will be returned to the requester.**

Member Name: First		MI	Last	Suffix	Navy Federal Loan Number
Subject Property Street Address for Subordination			City	State	ZIP Code
Appraised Value	Amount of Cash Out	Reason for Cash Out			
\$	\$				
Purpose for Refinance: Rate or Term Reduction, etc.				Closing Date (MM/DD/YY)	
Requestor's Exact Name			Requestor's Contact Name		
Requestor's Email Address			Requestor's Phone No.	Requestor's Fax No.	

**Our Next Steps**

- Please allow 3 weeks (15 business days) for processing from the date we receive all required documentation. Packages are processed in the order that they are received.
- A credit report for all borrowers on the Navy Federal Equity Loan may be pulled for consideration in review of the subordination request.
- Requests will not be processed until all required items are received.
- You will be contacted if any of the required items are missing.
- Please respond within 2 business days, or the package and fee will be returned to the requester.
- Granted subordination requests will be sent using the postage-paid Express Mail, UPS, or FedEx envelope or label provided.
- To inquire about the status of the request, please email [Equity\\_Subordinations@navyfederal.org](mailto:Equity_Subordinations@navyfederal.org) or call 800-243-9334, option 3, between the hours of 8 am and 4:30 pm, Eastern Time.