



SUBORDINATION REQUIREMENTS FOR APPROVAL

BORROWERS NAME: _____ **MEMBER/LOAN** _____

SUBJECT ADDRESS: _____

INSTRUCTIONS TO LENDER REQUESTING SUBORDINATION

PLEASE SUBMIT THE FOLLOWING:

1. **\$250.00** CHECK PAYABLE TO iTHINK FINANCIAL FOR PROCESSING SUBORDINATION AGREEMENT.
2. SUBORDINATION AGREEMENT – iTHINK FINANCIAL DOES **NOT** DRAFT DOCUMENT.
3. VERIFICATION OF VALUE – A COPY OF THE FIRST 2 PAGES OF THE APPRAISAL, AVM OR TAX ASSESSED VALUE.
4. VERIFICATION FROM LENDER THAT THIS NEW MORTGAGE IS NOT SUBJECT TO NEGATIVE AMORITIZATION (written statement from lender).
5. CURRENT PAYSTUBS.
6. SELF EMPLOYED: 2 YEARS OF TAX RETURNS, ALL PAGES AND SCHEDULES.
7. VERIFICATION OF NEW MORTGAGE AMOUNT (1008 OR DU FINDINGS).
8. **PROOF OF HOMEOWNERS, WINDSTORM AND FLOOD INSURANCE WITH OUR MORTGAGEE CLAUSE:**

iTHINK FINANCIAL CREDIT UNION, ITS SUCCESSORS AND OR ASSIGNS, ATIMA, P.O Box 278, CARMEL, IN 46082

PLEASE FEDEX, UPS OR MAIL YOUR \$250.00 CHECK ALONG WITH THE ABOVE REFERENCED DOCUMENTS TO: iTHINK FINANCIAL, 1000 NW 17TH AVENUE, DELRAY BEACH, FL 33445.

IF YOU WISH TO HAVE YOUR DOCUMENT SENT UPS, PLEASE PROVIDE YOUR UPS ACCOUNT NUMBER IN ORDER TO RETURN YOUR DOCUMENTS.

PLEASE NOTE THAT iTHINK FINANCIAL IS NOT INCORPORATED, THEREFORE DOCUMENTS WILL NOT BE SEALED.

TURN AROUND TIME IS APPROXIMATELY **TWO WEEKS** – SHOULD YOU REQUIRE FURTHER INFORMATION CONTACT **MORTGAGE SERVICING AT 561-982-8734.**

PLEASE PROVIDE CONTACT NAME, PHONE NUMBER, EMAIL ADDRESS AND NAME OF INSTITUTION
