



Medallion Bank

Subordination Request Instructions

Requests to subordinate a Medallion Bank fixture filing to a mortgage loan should be submitted using this form. We will process the request upon receipt of a completed Subordination Request Package (form plus additional documentation) and the subordination processing fee.

Subordination Request Package

The request package should include a **completed cover sheet** and the following additional materials:

- A Uniform Residential Loan Application (Form 1003) which must include the borrower's name, date of birth, Social Security Number, address, **employer, and income** (if the mortgage is a *Streamline* request, employment and income may be disclosed separately).
- A copy of the Loan Estimate (LE).
- A copy of the borrower's title report.
- A copy of the property appraisal. If an appraisal is not included, we will use our own methods to establish a value for the property.
- Return shipping label.

The time from submission to decision is generally 2-3 business days. The time from an approval to us sending a completed subordination agreement is approximately 3 business days.

Subordination Fee and Payment

The processing fee for a subordination request is **\$150**. This fee is due with the submission of the completed subordination request package and is non-refundable. Payment of the fee does not guarantee an approval of the subordination request.

Payment of the processing fee should be made by check. Please mail the check, payable to Medallion Bank, with the complete Subordination Request Package. Send everything to the address below.

Phone Number: **888.833.8570**
Fax Number: **888.868.4410**
Email Address: **homeimprovement@medallionbank.com**
Hours of Operation: **Mon – Fri 10am – 10pm ET, Saturday 11am – 6pm ET**
Website: **medallionbank.com**

Send Document Package To:

Medallion Bank
Attn: Subordinations
22232 17th Ave SE, Suite 308
Bothell, WA 98021

Medallion Bank

Subordination Request Cover Sheet



Borrower Name(s): _____

Medallion Bank Loan Number: _____

Person Coordinating the Subordination Request

Contact Name: _____ Phone: _____

Contact Email: _____

Lender Requesting Subordination

Legal Name of Lender (as you wish it to appear on the subordination document):

Address of Lender: _____

Address to mail Subordination Agreement (if different than above):

****Please provide an overnight shipping label of your choice.****

Reason for refinance (e.g., rate reduction, changing from ARM to fixed rate):

Is there cash out? Yes No If Yes, how much and why?

Current Mortgage Information (Not Refinance Information):

Current Loan Amount: \$ _____ Current Mortgage Term: _____

Current Mortgage Interest Rate: _____% Variable Rate OR Fixed Rate

Phone Number: **888.833.8570**
Fax Number: **888.868.4410**
Email Address: **homeimprovement@medallionbank.com**
Hours of Operation: **Mon – Fri 10am – 10pm ET, Saturday 11am – 6pm ET**
Website: **medallionbank.com**

Send Document Package To:

Medallion Bank
Attn: Subordinations
22232 17th Ave SE, Suite 308
Bothell, WA 98021