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.

**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

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