



# Subordination Request Instructions

Requests to subordinate a Medallion Bank fixture filing to a mortgage loan or Home Equity Line of Credit (HELOC) 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. All requests are subject to a credit and risk review, which could result in the request for subordination being declined. We do not subordinate to Reverse Mortgages or Home Equity Sharing Agreements (HEA/HESA); these requests if received will be declined.

## Subordination Request Package

The Subordination 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, and address.
- A copy of the Loan Estimate (LE).
- A copy of the borrower's title report.
- Return shipping label. (FedEx preferred. UPS and USPS do not ensure timely delivery.)

The time from submission to decision is generally 7-10 business days. The time from an approval to our 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 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.

Email: [subordinations@medallionbank.com](mailto:subordinations@medallionbank.com)  
Website: [www.medallionbank.com](http://www.medallionbank.com)  
Mailing Address: **1100 E 6600 S, Suite 510, Salt Lake City UT 84121**

**Send Subordination Request Package To:**  
Medallion Bank  
Attn: Subordinations  
1100 E 6600 S, Suite 510  
Salt Lake City, UT 84121



# Subordination Request Instructions

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?

\_\_\_\_\_

Does the county the subordination agreement is being recorded in require two witness signatures?  Yes  No

Email: [subordinations@medallionbank.com](mailto:subordinations@medallionbank.com)  
Website: [www.medallionbank.com](http://www.medallionbank.com)  
Mailing Address: **1100 E 6600 S, Suite 510, Salt Lake City UT 84121**

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