



SUBORDINATION REQUEST CHECKLIST

Fax To: _____

Fax #: _____

Thank you for your inquiry regarding a Chase Subordination Agreement. The following items are required to process all requests.

1. CHASE SUBORDINATION FEE IS \$250.00
 - Please remit check payable to JPMorgan Chase Bank N.A. to the address listed below. No subordination agreement will be processed until the \$250 Subordination Fee is received. If check is sent independently of subordination request, please indicate customer's name and account number with check.
 - The \$250.00 fee is charged to the First Mortgage Company or Mortgage Broker (Chase approved brokers, see section on worksheet)
 - The \$250.00 fee is non-refundable once the agreement has been processed
2. FULLY COMPLETED SUBORDINATION WORKSHEET (SEE ATTACHED)
3. PRELIMINARY TITLE SEARCH
 - Complete copy of the NEW title commitment or title search indicating the JPMorgan Chase Bank NA, Bank One NA or Chase Bank NA loan requiring subordination, with recording information. Effective date not to exceed 120 days and must include a legal description.
4. COPY OF APPRAISAL REQUIRED ON ALL CASHOUT REFINANCES
 - Appraisal must be a FNMA 2055 or higher, and must be dated within the last 60 days.
 - AVM's, BPO's and other non licensed appraisal products are not acceptable.
 - Chase may require an appraisal on a No Cash Out refinance, at its sole discretion
5. COPY OF UNIFORM RESIDENTIAL APPLICATION (FORM 1003) or COMMITMENT LETTER.

6. Please send your complete submission package to:

Chase Home Lending
 National Subordination Dept
 201 N Central Avenue, 31st Floor, AZ1-1035
 Phoenix, AZ 85004

Contact Information

Phone: 877-437-0493 (Monday – Friday, 7:00 AM to 5:00 PM MST)
 Fax: 602-221-4847

Chase reserves the right to request additional documentation, including but not limited to a line reduction agreement. Failure to provide Chase with all requested information will result in a decline of the subordination request. Subordinations are approved at the sole discretion of JPMorgan Chase.

This form is effective December 15, 2008. Please discard any previously dated version.



SUBORDINATION WORKSHEET

Primary Borrower Name _____
 Primary Borrower Social Security # _____
 Co-Borrower Name _____
 Co-Borrower Social Security # _____
 Chase/Bank One Account # to be Subordinated _____
 Collateral Property Address _____

 Name of New First Mortgage Company
 (Exactly as it should appear on the subordination agreement) _____
 New First Mortgage Amount _____
 Current First Mortgage Balance _____
 Original First Mortgage Amount _____
 If paying down the second mortgage, indicate funds being disbursed to Chase: \$ _____

Please Indicate Proposed First Mortgage Terms – All fields must be completed

Cash Out Refinance	Yes___	No___
15, 20 or 30 Year Fixed Rate Note	Yes___	No___
30+ Year Rate Note	Yes___	No___
Interest Only Fixed Rate/ARM	Yes___	No___ If ARM, indicate Adjustment Period: _____
Fixed Rate ARM	Yes___	No___ If yes, indicate Adjustment Period: _____
Negative Amortization	Yes___	No___
Reverse Mortgage	Yes___	No___
New 1 st Mortgage Balloon Note	Yes___	No___

Contact Information – Please type or print clearly to avoid any delays in delivery

Contact Name _____
 Contact Phone # (_____) _____
 Contact E-mail _____
 Address to send completed subordination: Company: _____
 Address: _____

 Attention To: _____

Fax a copy of the completed subordination to: (_____) _____

Please indicate your institutions billing information for express delivery:

UPS Account #: _____ Fed-Ex Account #: _____ Billing Zip Code: _____

If no Account Number or pre-filled label is provided, the Subordination Agreement will be sent Regular Mail. Expect 7 – 10 business day delivery on all regular mail requests.

For Chase Approved Brokers Only; Please provide your HE Broker/Source Code: _____

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