

KEYBANK CLC SUBORDINATION REQUIREMENTS

All subordination requests are to be FAXED to the CLC at (216) 357-6524.

Direct status inquiries before 4:00 p.m. eastern time to: CLC_Service@Keybank.com Status inquiries after 4:00 p.m. eastern time, please call KeyBank CLC Service Team at (330) 489-5555. This form must be completed in its entirety any incomplete information will void this request. Requests will be processed within approximately 3 to 4 business days after receipt of all required information, please plan your closings accordingly. The processing fee must be received in our office prior to release of the subordination agreement.

Type of refinancing: Streamline (no cash out) _____ Cash Out Refi _____ Estimated Closing Date: _____

Primary Borrower Name _____ SSN _____

Secondary Borrower Name _____ SSN _____

Collateral Address _____

City, State, Zip _____ County (required) _____

Contact Information (questions regarding this request can be directed to):

Name _____ Phone Number (____) _____

Email Address _____ Fax Number (____) _____

Send the completed Subordination to **(NO P.O. BOXES ALLOWED)**:

Company _____ Attn _____

Address _____

C/S/Z _____

KeyBank Loan/Line Information

KeyBank Loan/Line Account Number _____

KeyBank Loan/Line Amount \$ _____ Modify Y or N to \$ _____

KeyBank Lien Recording Information Recording Date _____

Recorded Amount \$ _____

Liber/Book/Page/Instrument # _____

New First Mortgage Information

The following information is required on all subordination requests:

1. Exact Amount of New First Mortgage/DOT: \$ _____
2. New Payment** & Terms: _____ (total monthly pmt, including PITI)
3. New Rate: _____ (Fixed / Variable)
- Est. closing costs \$ _____ Neg. Am? Y or N Interest only payment option available? Y or N
4. Reference on Current 1st Mortgage and 2nd Mortgage, if applicable:

	1 st Mortgage	2 nd Mortgage
Current Mortgage Co.		
Current Pmt**/Term		
Current Rate		
Current Balance Payoff		

Subordination In the Favor Of (as it should appear on the subordination agreement):

Company _____

Street Address _____

(NO P.O. BOXES ALLOWED)

City/State/Zip _____

Estimated Value of Collateral \$ _____ New Appraisal Available? Y or N

The processing fee of \$210.00 includes FedEx delivery (Colorado residents send only \$10.00 for FedEx delivery) may be remitted in the form of a CASHIER'S CHECK or MONEY ORDER (PERSONAL CHECKS WILL NOT BE ACCEPTED) and mailed to:

KeyBank Consumer Loan Center
202 2nd St., N.E. 1st Floor
Canton, OH 44702

All Subordination requests require the following information to be included at the time of the request, incomplete or missing information will delay processing. Original documents are not required. Forward ALL information via fax to KeyBank CLC at (216) 357-6524. PLEASE NOTE: KeyBank will only subordinate if the account is current and in good standing. The combined LTV Ratio must meet KeyBank underwriting standards.

1. Completed Request Form
2. Copy of the Title Report with all schedules showing
 - Vesting information
 - All outstanding liens, judgments and encumbrances
 - Legal description
 - Current property lien recording information, including KeyBank lien to be subordinated
3. Complete copy of the CURRENT APPRAISAL (if available). NOTE: Brokered appraisals are generally not acceptable unless performed by an appraiser on KeyBank's Approved Vendor list. Forward any appraisal copy for review and consideration.
4. Please indicate if Keybank lien is to be MODIFIED. If subordination and modification is needed, a written request signed by the borrowers authorizing the line reduction is required.
5. Fee is non-refundable once subordination has been completed. If declined or cancelled prior to completion of the document, the fee will be refunded to the clients KeyBank Loan account.
6. Please note: Additional documentation may be requested on a case by case basis including, but no limited to: a copy of proposed New Mortgage Note, HUD settlement statement, good faith, written explanation of what cash-out is being used for, etc., may be requested for review.

Received Time Jan. 26. 1:04PM