



# Subordination Request Form - External Request

Requestor: Please include the following documents with your request. Incomplete requests will result in a delay in processing.

<input type="checkbox"/> Signed Request for subordination of lien (this request)	<input type="checkbox"/> Copy of Preliminary HUD
<input type="checkbox"/> Copy of Appraisal (the appraisal must be supplied on behalf of the new lender and current within 3 mos.)	<input type="checkbox"/> Copy of Title Commitment (current within last 90 days, must include verification of real estate taxes)
<input type="checkbox"/> Copy of Declaration Page - If the property is in a Flood Zone a copy of the insurance declaration page must be received validating adequate coverage to support your loan balance.	<input type="checkbox"/> New Lender Privilege Fee: \$250.00 (Funds must be guaranteed)

**Please note:**

- \* U.S. Bank will not subordinate to negative amortization or reverse mortgages.
- \* Please allow at least 72 hours for processing.

**Requests or Inquiries may be sent to:**

**U.S. Bank Loan Services - Oshkosh**  
**Attn: Subordination Processing**  
**P.O. Box 2746**  
**1850 Osborn Ave.**  
**Oshkosh, WI, 54902**  
**Phone: 1-800-658-0886**

### Loan / Institution Information

Name of Customer(s): \_\_\_\_\_  
Customer(s) Social Security Number(s): \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
US Bank Loan Number: \_\_\_\_\_  
New Loan Amount \$: \_\_\_\_\_ 1st Mortgage Payoff Amount \$: \_\_\_\_\_  
Appraised Value \$ \_\_\_\_\_ Date of closing: \_\_\_\_\_ CLTV %: \_\_\_\_\_  
FICO Score \_\_\_\_\_ Ratios: Monthly Total \_\_\_\_\_ Mortgage Only \_\_\_\_\_ Cash Out: Yes  No   
Old Pmt.: \_\_\_\_\_ New Pmt.: \_\_\_\_\_ New mortgage is an ARM or a Balloon: Yes  No

### Financial Institution to which U.S. Bank will be subordinating

Full Legal Name: \_\_\_\_\_

**Subordination Delivery Information**

Company/Institution: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone/FAX Number: \_\_\_\_\_ / \_\_\_\_\_  
Overnight Carrier: FEDEX UPS (please circle)  
Billing Number: \_\_\_\_\_ (required sent regular mail)

**Requestor Information**

(Write "Same" if requestor information is the same as delivery)  
Company/Institution: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone/FAX Number: \_\_\_\_\_ / \_\_\_\_\_

### Customer Acknowledgement

The above information, to the best of my knowledge, is true and correct. In addition, by signature below, we authorize US Bank to verify any necessary documentation or information provided on this subordination request, including credit bureau reporting.

**Borrower:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Borrower:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For US Bank Personnel Only:  Request Approved  Request Denied  
Revised 12182008etf Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_